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SECRETARY OF THE AIR FORCE**



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**14 JULY 2000**

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Supplement 1**

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**Security**

**AIR FORCE MOTOR VEHICLE  
TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities.

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**(DOVER) AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000, is supplemented as follows:** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; and E.O. 9397 (SSN). Systems of records notice F031 AF SP E applies.

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change (IC) 2000-1. It makes changes to paragraph **4.9.3**. A bar (|) indicates revision from previous edition. See the last attachment of the publication for the complete IC.

**(DOVER) This document is substantially revised and must be completely reviewed.**

Impoundment of vehicles in **2.4.1** has been updated and clarified. Personnel authorized DD Form 2220, **DoD Registered Vehicle**, in **3.2.3. (Added)** is updated. Change in **3.2.4.1. (Added)** requiring the year decals not to exceed three years and length of time to register a vehicle on base.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS) and overseas (OCNUS) areas.

1.1.1. This includes, but is not limited to:

1.1.1.1. Granting, suspending, or revoking the privilege to operate a POV.

1.1.1.2. Registration of POVs.

1.1.1.3. Administration of vehicle registration and driver performance records.

1.1.1.4. Driver improvement programs.

1.1.1.5. Police traffic supervision.

1.1.1.6. Off-installation traffic activities.

1.1.2. Commanders can modify these policies and procedures in the following instances:

1.1.2.1. When dictated by host nation relationships, treaties, and agreements.

1.1.2.2. When traffic operations under military supervision necessitate special measures to meet mission unique requirements or to protect public safety.

1.1.3. Safe and efficient movement of personnel and vehicles is the objective of every traffic control program. Program goals should focus on ways to reduce traffic-related deaths, injuries, and property damage.

### 1.2. Responsibilities.

1.2.1. Air Force Chief of Security Police (HQ USAF/SP). Establishes policy to assist installation commanders in the administration of local traffic supervision and enforcement programs.

1.2.2. Air Force Security Police Agency (HQ AFSPA). Provides guidance to MAJCOMs and field units on implementing traffic safety and supervision programs.

1.2.3. Major Command Chief of Security Police (MAJCOM/SP). Each MAJCOM/SP manages command unique traffic supervision and enforcement programs. They provide key staff support to installation commanders and their assigned security police units.

1.2.4. Installation Commander. Establishes and manages the local installation traffic supervision program. They have broad authority to regulate the movement of traffic and personnel on their installations. Each must develop local procedures to ensure safe pedestrian and vehicle traffic. To meet goals and objectives, installation commanders integrate safety, engineering, legal, and law enforcement resources into their traffic review and planning processes.

1.2.5. Chief of Security Police. The CSP is the installation commander's principal advisor on issues pertaining to the safe movement of personnel and traffic. The CSP exercises staff responsibility for directing, regulating, and controlling traffic, and enforcing installation rules pertaining to traffic con-

trol. CSPs assist traffic engineers by performing traffic control studies to gather information on traffic problems and usage patterns.

1.2.6. Installation Safety Officer. The safety officer develops traffic accident prevention initiatives in support of the installation traffic safety program. They also help the CSP and other agencies with accident and incident investigation.

1.2.7. Installation Civil Engineer (CE). The CE plans, designs, constructs, and maintains streets, highways, and abutting lands. CEs select, determine appropriate design, procure, construct, install, and maintain permanent traffic and parking control devices in coordination with the CSP and installation safety officer. They ensure traffic signs, signals, and pavement markings conform to the standards in the current *Manual on Uniform Traffic Control Devices for Streets and Highways*. They also ensure planning, design, construction, and maintenance of streets and highways conform to National Highway Safety Program Standards, and where applicable, host nation requirements.

1.2.8. Installation Traffic Engineer. Traffic engineers conduct formal traffic engineering studies. They apply traffic engineering measures and control devices to reduce the number and severity of traffic accidents. If there is no installation traffic engineer, the installation commander may request support services by contacting the Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church VA 22041-5050.

1.2.9. Mental Health Office. The mental health substance abuse control program provides alcohol/drug education, treatment, and rehabilitation to personnel identified with alcohol and/or drug abuse problems.

**1.3. Delegation Of Authority.** Installation commanders can delegate their authority under this instruction to their vice commander, support group commander, or other appropriate official. Those selected for delegation must not occupy a law enforcement, investigative, or other position which might lead to a conflict of interest or the appearance of such conflict during their administration of the motor vehicle traffic supervision program. Installation commanders must coordinate their letters of delegation through their installation staff judge advocate

**1.3. (DOVER) Delegation of Authority.** Authority under this instruction has been delegated to the 436th Mission Support Group Commander (436 MSG/CC).

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Requirements for Driving Privileges.

2.1.1. Driving a government owned vehicle (GOV) or POV on an Air Force installation is a privilege granted by the installation commander. If you accept that privilege, you must comply with the laws and instructions governing motor vehicle operation and registration on the installation. Consequently, everyone operating a motor vehicle on a military installation must produce, upon request from the security police, the following:

2.1.1.1. Proof of vehicle ownership or registration if required by the issuing authority.

2.1.1.2. A valid state, overseas command, host nation, or international driver's license and/or AF Form 2293, **US Air Force Motor Vehicle Operator's Identification Card**, supported by a DD Form 2, **US Armed Forces Identification Card**. Locally determine acceptable identification media for civilian personnel and base contractors. Note: Each installation commander must determine if international drivers licenses are recognized and accepted by the local (civilian) jurisdiction, and if so, will their use be authorized on the installation. As a general rule, most CONUS civilian jurisdictions will honor use of international drivers licenses for short periods of time by non-resident visitors and assigned military personnel. When practical, installation commanders should assimilate local policy to preclude conflicting policy.

2.1.1.2. (DOVER) Civilian personnel must produce, upon request from security forces, a valid state driver's license and AF Form 354, **Civilian Identification Card**. Base contractors must produce, upon request from security forces, a valid state driver's license and AF Form 75, **Visitor/Vehicle Pass**, or computer generated contractor pass. International driver's license will be honored for a period of 30 days after arriving in the state of Delaware.

2.1.1.3. If required by the jurisdiction in which the vehicle is operated, a valid record of motor vehicle safety inspection, emission control test, or any other test, evaluation, safety inspection, or other documents required by local, state, or host nation law or agreement. Note: In some instances, a state or other governing jurisdiction in which a vehicle is registered may require, as a condition for keeping registration/plates issued by that state or jurisdiction, a safety or other inspection even when the vehicle is operated in another state or jurisdiction. Though not enforceable (in another state), failure to comply may invalidate the vehicle registration leaving the owner/operator in a precarious legal position. In such cases, it becomes the owner's responsibility to comply with their "home state" or other issuing jurisdiction requirements in addition to host state requirements. Owners should secure host registration when unable to comply with licensing and/or registration requirements issued by their home state or other jurisdiction.

2.1.1.3. (DOVER) A Delaware Emissions Certificate, Delaware Motor Vehicle Form #210 (temporary or permanent) is required for all vehicles obtaining base registration and renewal of base registration. **EXCEPTION:** Reservists residing outside the state of Delaware are not required to obtain an emissions certificate if they possess an exemption letter signed by their unit commander.

2.1.1.4. Proof of current vehicle insurance when required by state, host nation, or the installation commander.

## 2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. The security police may stop vehicles on military installations based on the installation commander's authority. The following principles govern the stopping of motor vehicles:

2.2.1.1. In overseas areas, security police may stop, search, and detain vehicles on or off base as determined by host nation agreements and local command policy.

2.2.1.2. AFI 31-209, *The Air Force Resource Protection Program*, local command instructions, and policies established by the installation commander will detail stop, inspection, search, and impoundment of motor vehicles at CONUS installation entry gates and in Air Force restricted areas.

2.2.1.3. On-base traffic stops and inspections (other than at entry gates and restricted areas) of POVs is authorized when there is a reasonable basis to believe it's necessary to enforce a traffic regulation or when there is suspicion of criminal activity.

2.2.2. MAJCOMs responsible for overseas military installations must provide their installation commanders with written guidelines governing stop, inspection, search, and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. Note: A theater commander or those commanding unified forces may direct policy covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

**2.3. Implied Consent to Blood, Breath, or Urine Tests.** Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on an Air Force installation.

**2.4. Implied Consent to Vehicle Impoundment.** As a condition to accepting installation driving privileges, drivers must give their consent for the removal and temporary impoundment of their POV if their POV is: 1) Illegally parked for unreasonable periods; 2) Interferes with traffic operations; 3) Creates a safety hazard; 4) Disabled by accident or incident; 5) Left unattended in, or adjacent to, a restricted, controlled, or off-limits area; and 6) Abandoned. Drivers also agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle because of a situation described above.

**2.4. (DOVER) Implied Consent to Vehicle Impoundment.** Any vehicle on Dover AFB illegally parked for unreasonable periods, interfering with traffic operations, creating a safety hazard, disabled by accident or incident, left unattended, in, or adjacent to a restricted, controlled, approach way or off-limits area, may be removed and temporarily impounded at the owner's expense. Additionally, vehicles parked on Dover AFB may be towed or impounded by order of the 436th Mission Support Group/Deputy Commander (436 MSG/CD) or higher authority.

2.4.1. Installation commanders define in local procedures or supplement to this instruction, the definitions for "unreasonable periods," "abandoned," and other terms relevant to enforcement action under paragraph 2.4. Incorporate those instructions, procedures, and definitions into the local installation traffic code and make them known to the general public.

2.4.1. (DOVER) Inoperative vehicles, illegally parked vehicles, vehicles with expired base or state registration, vehicles with major safety defects, vehicles suspected of being involved in the commis-



sion of a crime, vehicles that presents a traffic or safety hazard to others, and law enforcement personnel who reasonably believe the vehicle is abandoned may be impounded. If feasible, allow the owner three 3 days from the date the vehicle is tagged to remove the vehicle. If the vehicle hasn't moved after the 3 days, the vehicle will be considered abandoned and towed at owner's expense.

2.4.2. (Added-DOVER) Any person, granted the privilege of operating, owning or having possession of a motor vehicle on Dover AFB, is considered to have given their consent to meet the financial obligations of towing and storage fees prior to the release of a vehicle. Fees are imposed only as a government reimbursable expense. If a person fails to meet or refuses such obligations, their privilege to operate or register a motor vehicle on Dover AFB may be revoked for a period of 12 months.

**2.5. Suspension or Revocation of Driving Privileges .** Installation commanders may suspend or revoke installation driving privileges and POV registration for lawful reasons both related and unrelated to traffic violations or safe vehicle operations. Installation commanders must incorporate procedures governing suspension and revocation in local publications or supplement to this instruction. Make these known to the general public.

**2.5. (DOVER) Suspension or Revocation of Driving Privileges.** The 436th Airlift Wing Commander (436 AW/CC) has delegated the authority to suspend or revoke base driving privileges to the 436 MSG/CC and 436 MSG/CD. All persons assigned to or transiting through Dover AFB are subject to receiving preliminary suspension for suspected Drunk Driving/Driving Under the Influence (DUI) or failure to submit to a chemical test. Preliminary revocations for this purpose will not be for less than 1 year or when commander action or magistrate disposition reveals dismissal of charges. A letter addressing this matter will be forwarded to the appropriate unit commander or individual concerned and will not become effective until receipt of the letter. Complete dismissal of charges institutes complete restoration of base driving privileges unless the original suspension was for implied consent.

#### 2.5.1. Suspensions.

2.5.1.1. Installation commanders can suspend driving privileges for serious violations or when lesser measures fail to improve a driver's performance. The commander may also suspend or revoke licenses for up to 12 months if a driver continually violates installation parking standards, or habitually violates other standards considered non-moving in nature. Installation commanders determine suspension and revocation policy for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register; unauthorized modifications or alterations; failure to maintain safety standards, etc.). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.2. The installation commander has discretionary authority and may withdraw anyone's authorization to operate a government or privately owned motor vehicle on the installation.

2.5.1.2. (DOVER) Military personnel and DoD civilians whose state driving privileges are suspended or revoked for any reason are required to notify the Chief, Security Forces (CSF) in writing as soon as the suspension or revocation becomes effective.

2.5.1.3. Installation commanders will immediately suspend installation GOV or POV driving privileges pending resolution of an intoxicated driving incident which involves active duty military personnel, their family members, retired members of the military service, and DoD civilian personnel. This applies regardless of the geographic location of an intoxicated driving incident.

Installation commanders can only suspend privileges of non-DoD affiliated civilians for incidents occurring on the installation or in the areas subject to their military traffic jurisdiction. After a review of available evidence as specified in paragraph 2.6., suspend driver's privileges pending resolution of the intoxicated driving incident under the circumstances outlined below:

2.5.1.3.1. Refusal to take or complete a lawfully requested chemical test to determine blood alcohol content (BAC) or breath alcohol content (BrAC) for alcohol or other drugs.

2.5.1.3.2. Operating a motor vehicle with BAC or BrAC of 0.10 percent by volume or higher.

2.5.1.3.3. Operating a motor vehicle with a BAC or BrAC below 0.10 percent blood alcohol by volume if the jurisdiction in which the vehicle is operated imposes a suspension for a BAC or BrAC level below 0.10.

2.5.1.3.4. On an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

## 2.5.2. Revocation.

2.5.2.1. The installation commander will immediately revoke driving privileges for a period of not less than one year in the following circumstances:

2.5.2.1.1. A person is lawfully detained for intoxicated driving and refuses to submit to or complete tests to measure blood alcohol or drug content as required by the law of the jurisdiction, installation traffic code, or this instruction.

2.5.2.1.2. A conviction, nonjudicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. Official documentation is required as the basis for this type of revocation action.

2.5.2.1.3. When a serious incident involving a motor vehicle occurs and the installation commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.2. The CSP develops plans and procedures to forward revocation, suspension, and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.2. (DOVER) 436th Mission Support Squadron will provide a roster of all departing personnel to 436th Security Forces Administration Branch (436 SFS/SFA). A check of the Security Forces Information Management System (SFIMS) will be conducted, printed, attached, and forwarded to the gaining organization. Driver's history received from other bases will be updated into the Cop Base/Security Forces Central Database.

2.5.2.3. When temporary suspensions are followed by revocations, compute the revocation period from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges.

2.5.2.4. Installation commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.3. (Added-DOVER) Suspension of GOV Driving Privileges. IAW AFI 24-301, *Vehicle Operations*, para 4.11.3. all driving privileges for Government Owned Vehicles (GOV) are suspended when an individual's authority to operate a Privately Owned Vehicle (POV) on-base is suspended. Upon

reinstatement of on-base driving privileges for POV, full GOV driving privileges (including off-base) will be restored (including re-issue of AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card**) unless specifically withheld by competent authority, i.e., Security Forces, individual's commander. Only the person who suspended/revoked GOV driving privileges, or higher authority, may reinstate privileges prior to the end of the suspension/revocation period. IAW AFI 24-301, para 4.11.1. Security Forces will notify the Operator Record and License (ORL) office when individuals have their driving privileges suspended, revoked, or reinstated.

## 2.6. Reciprocal Procedures.

2.6.1. Air Force installation commanders will honor revocations issued by other installation commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Installation commander may honor suspensions as determined on a case by case basis. Anyone with suspended or revoked privileges may petition an installation commander for partial or limited driving privileges.

## 2.7. Administrative Due Process for Suspensions and Revocations.

**2.7. (DOVER) Administrative Due Process for Suspensions and Revocations.** All personnel who have received a preliminary suspension or revocation have the right to submit an appeal to the designated authority. Upon timely request, a hearing will be held within 10 duty days from the time the suspension or revocation is imposed. If, due to action by the designated authority, a hearing is not held within 10 duty days, the suspension will not take place until such time as the person is granted a hearing and is notified of the action of the designated authority. However, if the affected person requests the hearing be continued to a date beyond the 10 day period, the suspension or revocation will become effective immediately on receipt of official suspension action. This does not apply to preliminary suspension resulting from a DUI where the suspension takes place immediately upon receipt of the preliminary suspension letter. The scope of the hearing is limited exclusively to determine if the subject will be permitted limited driving privileges on Dover AFB and if the action is taken without prejudice.

2.7.1. When considering suspending or revoking someone's driving privileges, notify that person in writing and tell them what action you are taking and the reason for it. Coordinate this notice with the base legal office.

2.7.2. Except for incidents outlined in para [2.5.1.3](#) and [2.5.2.1](#), do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. Installation commanders determine when a suspension or revocation takes effect once making or attempting this written notice. Only in unusual circumstances should you make verbal notifications. Unless an application for a hearing is made within the prescribed period, suspension or revocation takes place on the prescribed date and time. Installation commanders determine the time period for staying a suspension or revocation action after receiving a request for a administrative hearing. For offenses outlined in para [2.5.1.3](#) and [2.5.2.1](#), an installation commander will authorize an immediate preliminary suspension based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

2.7.2.1. Installation commanders or their designee must conduct evidence reviews as soon as possible, but no later than three duty days following final assembly of evidence.

2.7.2.2. For active duty military personnel, send a written notice of preliminary suspension for intoxicated driving to their commander or reasonable equivalent. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension for intoxicated driving either in person (preferred) or by certified mail. If the person is employed on the installation, send the notice to their commander or reasonable equivalent.

2.7.2.2. (DOVER) If the designated authority determines, as a result of the hearing, to suspend or revoke base driving privileges, the suspension or revocation will not become effective until the person receives written notification of such action.

2.7.2.3. Advise the individual of the following in the preliminary suspension notification for intoxicated driving:

2.7.2.3.1. Suspension can be made a revocation under the authority of paragraph 2.5.2. of this AFI.

2.7.2.3.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (direct request letters to the installation commander or designee).

2.7.2.3.3. The right of military personnel to present evidence and witnesses and be represented by a civilian counsel (at their own expense) or assigned military counsel. Commanders determine the availability of specific (by name) military counsel requests.

2.7.2.3.3. (DOVER) Any person receiving a suspension or revocation has the right to appeal or request reconsideration. Such requests must be forwarded through the Chief, Security Forces (CSF) to the 436 MSG/CC within ten days from the date the individual is notified of the suspension or revocation resulting from the administrative hearing. The suspension or revocation will remain in effect pending final ruling on the request.

2.7.2.3.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

2.7.2.3.5. Amount of time the individual has to respond and request the administrative hearing before the preliminary suspension or revocation becomes permanent.

2.7.2.3.6. Direction to sign the acknowledgment of receipt and to return the signed letter to the address shown in the letter.

2.7.2.3.7. Requested hearings must take place within a reasonable period which is determined by the installation commander. A preliminary suspension for intoxicated driving remains in effect until the installation commander makes a final decision. However, if no decision is made within 30 days of the preliminary suspension or revocation, restore full driving privileges until the accused is notified of the final hearing results.

2.7.3. Hearings for intoxicated driving will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; results indicate the presence of other drugs for an on-installation

apprehension or in violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

2.7.3.1. For revocation actions under paragraph 2.5.2.1. for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

2.7.3.1.1. The date of conviction or other findings that confirm the charge is the effective date of the revocation.

2.7.3.1.2. You may place the notice that revocation is automatic in the suspension letter, or send a separate letter. Revocation is not effective until receipt of the written notice, or the showing that you made reasonable attempts to notify the individual.

2.7.3.1.3. Revocations cancel any partial or restricted driving privileges previously granted. Once revocation is acknowledged, a person may petition for the restoration of all or partial driving privileges.

## **2.8. Alcohol and Drug Abuse Programs.**

2.8.1. Refer military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Substance Abuse Office, Drug and Alcohol Control for evaluation.

**2.9. Restoration of Driving Privileges on Acquittal.** When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, vacate the suspension of driving privileges except when:

2.9.1. The preliminary suspension was based on refusal to take a BAC test.

2.9.2. Operating a motor vehicle with a BAC of 0.10 percent by volume or higher or in violation of the law of the jurisdiction that is being assimilated on the military installation.

2.9.3. The person was driving or in physical control of a motor vehicle while under another preliminary suspension or revocation.

2.9.4. The state or host nation authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.9.5. The individual failed to complete a formally directed substance abuse or driver's training program.

## **2.10. Restricted Driving Privileges or Probation.**

2.10.1. Unless prohibited by higher authority, host nation authority, or other publication, installation commanders may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority. Ensure the individual's driving credentials (civilian state, international, host nation, etc.) are still valid.

2.10.1. (DOVER) All requests to modify or vacate driving suspensions or revocations will be submitted to 436 MSG/CD through 436 SFS/SFA.

2.10.2. Without due cause, do not grant restricted driving privileges, probation, or reinstatement to any person whose civilian driver's license is under suspension or revocation by a state, federal, or host nation licensing authority. If absolutely necessary to do so (and for on base privileges only), coordi-

nate with the installation staff judge advocate. Note: This option applies only to installations exercising exclusive military jurisdiction. Outline procedures for applying for partial or restricted privileges in the base supplement to this AFI or in another appropriate publication. Only consider requests in which there is extreme hardship and there are no other workable alternatives. Do not consider the granting of limited privileges as an alternative to administrative discharge action when discharge is the more appropriate action. **Installation commanders must weigh heavily the potential liability inherent when an individual with a suspended or revoked state, host nation, or other license is allowed to operate a motor vehicle on the installation.** Administrative separation may be appropriate when the loss of driving privileges renders someone ineffective and incapable of performing their military duties, and a change in duty position is not reasonable.

2.10.2. (DOVER) Restricted driving privileges will not be granted to any person whose driver's license is under suspension or revocation by a state or federal licensing authority except as authorized by AFI 31-204, para [2.1.1.2.](#) and [2.10.2.](#)

2.10.2.1. (Added-DOVER) Individuals concerned will submit a letter to 436 MSG/CC or designated representative through 436 SFS/SFA for coordination. Entailed in the letter will be specific reasons for the request (e.g., mission requirements, unusual personal or family hardships), and specific details of the requested driving restriction (e.g., to and from work, to and from the hospital).

2.10.2.2. (Added-DOVER) Persons found to be in violation of the restricted driving privileges are subject to revocation action. For good cause, 436 MSG/CC or designated authority may withdraw the restricted privilege and continue the suspension or revocation period (e.g., driver at fault in a traffic accident or cited for a moving traffic violation).

## 2.11. Extensions of Suspensions and Revocations.

2.11.1. Increase by two years the suspension or revocation period when someone is discovered driving in violation of their original suspension or revocation. The unit or installation commander may also take administrative or disciplinary action.

2.11.2. Extend the suspension or revocation of installation driving privileges until the offender completes an approved remedial driver training course, drug or alcohol program, or other program deemed necessary by the installation commander or local authorities.

2.11.3. (Added-DOVER) Extensions of driving privileges apply to all suspensions/revocations IAW AFI 31-204, [Table 5.1.](#) and this supplement.

2.11.4. (Added-DOVER) All extensions of suspensions or revocations will be served consecutively to the original suspension or revocation.

## 2.12. Reciprocal State-Military Action.

2.12.1. Statutory authority may exist within some host nations or states for reciprocal suspension and revocation of driving privileges. If so, the installation commander should honor the reciprocal agreements with the state or host nation driver licensing authorities. On receipt of written notice, the receiving party may suspend or revoke driving privileges as if the violations or incidents occurred within its own jurisdiction.

2.12.1. (DOVER) Restoration of base driving privileges is automatic once the suspension or revocation time period has lapsed.

2.12.1.1. Use the following procedures if statutory authority does not provide for formal military reciprocity:

2.12.1.1.1. When such authority suspends or revokes a license, automatically terminate the individual's installation GOV and POV driving privileges. Take only comparable military administrative actions (suspensions, revocation, or point assessment) for those off-base violations reported by local, state, or host nation authorities.

2.12.1.1.2. In the CONUS, notify the licensing authority of the state where a license is issued when revoking a person's installation driving privileges (for a period of one year or more only) following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC test. Include in the notification the basis for the revocation and the BAC/BrAC level.

2.12.2. Provisions of the applicable status of forces agreement (SOFA) and the law of the host nation concerning reciprocal suspension and revocation can affect OCONUS installation commanders. When permitted at a particular overseas installation and to the extent an agreement concerning reciprocity exists, the installation commander must have prior authorization to negotiate and conclude such an international agreement in accordance with applicable directives.



## Chapter 3

### MOTOR VEHICLE REGISTRATION

#### 3.1. Registration Policy.

3.1.1. Register motor vehicles according to guidance in this instruction and policies established by the installation commander. Installation commanders may extend registration to anyone they deem appropriate. This may include reserve force personnel who maintain close affiliation with the installation and other persons who frequently visit the base, such as local dignitaries, community leaders, retired civilian employees, civil air patrol members, etc.

3.1.1.1. Consistent with base entry policy in AFI 31-209, the installation commander is responsible for ensuring vehicles entering their installation are controlled. Vehicles entering Air Force installations must be registered or meet other entry requirements outlined in paragraph 3.2. Eligible vehicle registrants include assigned active duty military and civilian personnel working on base, retired military personnel, reserve and national guard personnel assigned to a unit or attached for training on an active installation or a reserve or national guard base or facility, and survivors of deceased active duty and retired military members who are authorized to use base facilities. The installation commander may authorize the registration of vehicles that are in the custody of or owned by dependents, step-parents, or guardians of minor children authorized to use base facilities. A dependent living away from home may require a letter stating acceptance of responsibility from the military sponsor to support an application for vehicle registration. Furthermore, a person need not own the vehicle to register it; however, they must have a lease agreement, power of attorney, or notarized statement from the owner of the vehicle granting them permission to use the vehicle and specifying the inclusive use dates.

3.1.1.2. Treat rental vehicles as government vehicles when being used for official business by military or DoD personnel. Check the driver's installation entry credentials and if all is in order, the vehicle may proceed in the same manner as a marked government vehicle.

3.1.2. Vehicles intended for construction and material handling or used solely off the road are not usually registered as motor vehicles. Installation commanders determine the need and method for registering off road vehicles (ORV) on the installation. However, ORV owners must register and license the vehicle prior to its operation on installation roadways.

3.1.3. When unit vehicle registration (via orderly rooms) is authorized by the installation commander, each unit commander can grant limited temporary registration for up to 45 days pending permanent registration, or in other circumstances for longer terms.

3.1.4. Air Force installations and activities honor the DD Form 2220, **DOD Registered Vehicle Decal**, issued by other military or DoD organizations.

3.1.5. Use of AF Form 75, Visitor/Vehicle Pass. The AF Form 75 is one method to control and identify personnel and vehicles on a temporary basis. You can give it to installation visitors who do not have the authorized personal or vehicle credentials needed for unescorted or unchecked entry to the base. Installation commanders determine the use of AF Forms 75 on their installation and, if used, to what degree and to whom issued. If used, develop local policy and procedures governing the issue and control of visitor passes. Issue other access credentials when a pass is needed for longer than one year.



#### 3.1.5.1. How to process the AF Form 75:

3.1.5.1.1. Ask the visitor to fill out the form and sign the consent to search and towing/impoundment warning.

3.1.5.1.2. Use either the driver's license, state vehicle registration, or passport (overseas) or other recognized credential according to para 2.1.1.

3.1.5.1.3. Display the form so one can view it from outside the vehicle.

3.1.5.1.4. Installation commanders determine if and how to retrieve passes once the visit is finished.

3.1.6. The installation commander determines local policy on authorizing and honoring other vehicle registration systems and decals of nonmilitary or non-DoD tenant activities tenanted on the installation. Tenant-operated registration systems must meet the requirements of this instruction for:

3.1.6.1. Complying with registration prerequisites and individual responsibilities in this instruction and on the AF Form 533, **Certificate of Compliance-Private Motor Vehicle Registration** (or its equivalent).

3.1.6.2. Displaying decals on the vehicle.

3.1.6.3. Storing, issuing, and recovering decals.

3.1.7. Installation commanders can implement decentralized POV registration among installation units. However, the security police must have 24-hour access to registrant information on all registration systems used on the installation.

**3.2. Registration and Driver Requirements.** Registration systems for POVs on Air Force installations will include the requirements specified below. Overseas commands and overseas installations should modify these procedures to conform with local and international agreements. All motorcycle operators must comply with the requirements of AFI 91-207 prior to registering a motorcycle. Individuals must have the following credentials immediately available upon demand as required by state law or policies established by the installation commander. 1) A valid state, overseas command, host nation, or international driver's license (as applicable) supported by DD Form 2, or other appropriate identification for DoD civilians; 2) A certificate of state registration as required by the state or authority in which the vehicle is registered; 3) Proof of meeting the minimum requirements for automobile insurance laws or regulations of the state or host nation. Within the United States, the installation commander may set reasonable liability insurance requirements for registration and operation of POVs within the confines of the installation; and 4) Evidence of satisfactory completion of emission, safety, mechanical, or other test or evaluation required by local, state, or other jurisdiction in which the vehicle is licensed or located. Installation commanders may require periodic safety inspections for all vehicles operated routinely on their installation if a like inspection is not required by a nonmilitary jurisdiction. In such cases, the installation commander must ensure reasonable and accessible inspection facilities are available and that inspections follow National Highway Traffic Safety Administration (NHTSA) standards. Note: The owner or authorized operator is responsible for reasonable fees and expenses associated with vehicle inspections. Failure to comply with safety inspection standards will result in termination or denial of use of installation roadways.

3.2.1. Vehicle registration record keeping. Registering officials must check the eligibility to register and ownership (or legitimate custody) of a vehicle. Unit distribution points (i.e., unit orderly rooms)

may perform registration functions under the supervision of the installation pass and registration section. In this case, these distribution points receive registration decals in bulk from the pass and registration section. After issuing decals, provide the pass and registration section the completed AF Form 533 or the necessary information for entering registration data into the automated system. Use one of the following methods to keep records:

3.2.1.1. Manually kept records. Each registrant fills out an AF Form 533 upon initial Air Force vehicle registration and upon arrival at a new installation after permanent change of station. The registrant's signature on the AF Form 533 certifies compliance with registration requirements. To minimize inconvenience to the registrant, you can preprint the name of the installation and minimum insurance limits in the appropriate blocks on the front. Determine filing methods locally.

3.2.1.2. Automated records. Use the security police automated system (SPAS) computerized vehicle registration program. The registrant must read and understand the registration requirements before issuing a decal.

3.2.2. (Added-DOVER) All vehicles operated on Dover AFB must meet the minimum requirements of AFI 31-204 as supplemented. Prior to any vehicle being registered on Dover AFB, the following criteria must be met and all information recorded on AF Form 533, **Certificate of Compliance - Private Motor Vehicle Registration** or entered into the SFIMS.

3.2.2.1. (Added-DOVER) Applicants who possess an out of state vehicle registration must show a current Delaware Motor Vehicle Form #210 (Certificate of Emissions), or a 512 AW Exemption Letter.

3.2.2.2. (Added-DOVER) Applicants must possess and show a notarized letter from the owner of the vehicle if it is not in the applicants' name.

3.2.2.3. (Added-DOVER) Applicants must possess and show a valid Military/Civilian/Dependent/or Contractor Identification Card.

3.2.2.4. (Added-DOVER) Applicants for motorcycles must possess and show the above listed items along with a valid motorcycle safety course completion certificate.

3.2.2.5. (Added-DOVER) Applicants must possess and show a valid insurance card. If the applicant's state does not require an insurance card, applicant must provide a valid insurance policy.

3.2.3. (Added-DOVER) DD Form 2220s will be issued to the following personnel:

3.2.3.1. (Added-DOVER) All active duty and civilian personnel assigned to Dover AFB.

3.2.3.2. (Added-DOVER) Retired personnel.

3.2.3.3. (Added-DOVER) AAFES or NAF.

3.2.3.4. (Added-DOVER) Reserve or tenant units assigned to Dover AFB.

3.2.3.5. (Added-DOVER) Reserve or National Guard personnel assigned to a unit authorized use of Dover AFB facilities.

3.2.3.6. (Added-DOVER) Survivors of deceased active duty or retired military members who are authorized use of Dover AFB facilities.

3.2.4. (Added-DOVER) Security Forces personnel are authorized to remove or have the vehicle operator/owner remove the DD Form 2220 when proper registration requirements are not complied with.

Normally, a compliance citation will be issued prior to the removal of a DD Form 2220 and the individual will be instructed to report to the Pass and Registration office once they have satisfied all registration requirements.

3.2.4.1. (Added-DOVER) The DD Form 2220 is only valid when accompanied by the installation tab, year and month of expiration (will not exceed 3 years from the date of issue). Personnel are required to register their vehicles with the Pass and Registration office within 30 days of signing into their organization or purchasing a new vehicle. Failure to register their vehicle within this time frame could result in the issuance of DD Form 1408, **Armed Forces Traffic Ticket**.

3.2.5. (Added-DOVER) Exemptions:

3.2.5.1. (Added-DOVER) None of the provisions in **3.2.4.1. (Added)** shall apply to employees or visiting agencies stationed at Dover AFB as long as such vehicles do not exceed 60 calendar days per year (i.e., Reservist personnel, TDY personnel, etc).

3.2.5.2. (Added-DOVER) The following vehicles are exempt by the Delaware Department of Motor Vehicles, such as: diesel, two-cylinder, two-stroke, displacement under 50 cubic inches, motorcycles and 1968 model year vehicles or earlier for vehicle emission tests.

**3.3. Appointing Registration Officials** . The chief of security police (CSP) develops local procedures governing base registration officials. Generally, security police personnel working in the pass and registration section are assigned duties as registration officials. When authorized by the installation commander, unit orderly room personnel may also act as registration officials for their unit personnel when unit-level vehicle registration has been authorized. Local registration official procedures must cover the following:

3.3.1. Qualifications (i.e., grade, duty position, and skill level).

3.3.2. Duty training requirements and general position responsibilities which must include record keeping procedures, inventory, and security procedures for controlled DD forms.

3.3.3. Appointment procedures for those authorized to perform as registration officials.

### **3.4. Specifications for DD Form 2220.**

3.4.1. Use the DD Form 2220 to register vehicles on Air Force installations. Remove the form from POVs when registration expires or registration privileges terminate.

3.4.2. Use the installation tag (4" X 1/2") to identify the Air Force installation where the vehicle is registered. Position this decal directly under the DD Form 2220. The tags are color coded according to the category of the registrant and are issued as follows:

3.4.2.1. Officer--blue background with white letters.

3.4.2.2. Noncommissioned officer--gold background with black letters.

3.4.2.3. Airman--red background with white letters.

3.4.2.4. Civilian--green background with white letters.

3.4.2.5. Contractor--white background with black letters.

**NOTE:** The installation commander determines the color code used by dependents of deceased military members.

3.4.3. Use AF Form 2219, **Registered Vehicle Expiration** (2" X 3/4"), to maintain the validity of a vehicle's registration. This tab has a suffix (series) corresponding to a particular year of expiration (i.e., 2219A, 2219B, etc.). Revalidate registration by issuing a different "series" at a minimum of every three years. Position this decal to the right of the DD Form 2220.

3.4.4. Prominently affix registration decals to the windshield (centered at the top or at lower driver's side corner), on the front bumper (driver's side), or to a owner supplied plate securely fastened to the driver's side bumper, bumper mounting bracket, or license plate mounting bracket. State and local policy can affect the exact placement. On two-wheeled vehicles, place registration decals on a conspicuous front-facing surface or plate affixed to a front-facing surface.

3.4.4. (DOVER) The DD Form 2220 will be permanently affixed only on the front lower driver's side or top center windshield. Metal, plastic or paper plates will not be allowed. **EXCEPTION:** Show and antique vehicles will be exempt from this requirement when compliance would affect the value of the vehicle. The Chief, Security Forces (CSF) will consider all other vehicles on a case-by-case basis. Motorcycles will either attach their DD Form 2220 to the lower left side of the windshield or the left strut.

3.4.5. Use AF Form 787, **Handicapped Person Vehicle Decal**, to identify vehicles of handicapped persons. Position the decal to the right of the DD Form 2220. For short term and temporary disabilities, the installation commander may authorize issue of the AF Form 787 or a locally devised card or form. When authorized, temporary local cards or forms should contain an issue and expiration date. Issue and display in accordance with local procedure. Note: Honor local and state issued handicap decals, placards, signs, etc., on all Air Force installations. Don't require personnel issued local or state handicapped parking identification media to have an AF Form 787.

**3.5. Termination or Denial of Registration .** Vehicle registration will be denied under the following conditions:

**3.5. (DOVER) Termination or Denial of Registration.** When an individual's base driving privileges or base registration is suspended or revoked, he/she will report to the Pass and Registration office within 72 hours to surrender their DD Form 2220. If family members are otherwise authorized to retain base registration, they must report to Pass and Registration to obtain a laminated AF Form 75 for the duration of the suspension/revocation. The AF Form 75 will indicate the operator's status (i.e., Wife Only, Daughter Only, Son Only, etc.).

3.5.1. The owner fails to comply with the registration requirements of paragraph [3.2](#).

3.5.2. The owner sells or disposes of the registered POV, is released from active duty, is separated from the service, or terminates civilian employment with a military service or DoD agency.

3.5.3. The owner is other than an active duty military or civilian employee and discontinues regular operation of the POV on the installation.

3.5.4. The state, overseas command, host nation, or installation suspends or revokes the owner's driving privilege. Affected persons can apply to reregister their POV after their suspension or revocation period expires. Other family members having installation driving privileges may transfer the base vehicle registration into their name. If so, change the AF Form 533 or SPAS data base to reflect the new registrant. Note: The installation commander determines the period of time a person has before they must surrender their DD Form 2220 or transfer the decal and base registration to another authorized driver.

3.5.5. When a registrant is transferred. The installation commander may permit registration by the spouse or other dependents continuing to live near the installation. When this occurs, update the AF Form 533 or SPAS data base.

3.5.6. When ownership of a vehicle is transferred. The new owner of a previously registered vehicle can transfer the registration provided the new owner is eligible for base vehicle registration. The new owner must follow the procedures in paragraph 3.2.

3.5.7. During a PCS transfer. If authorized by the installation commander, a registrant may keep the registration decal on their vehicle for re-registration at the gaining installation. In this case, the losing installation transfers the registration number to the gaining pass and registration section where only a new installation tab is issued upon the member's arrival at the new duty station. Note: This procedure is not allowed for CONUS to OCONUS POV shipments or consecutive OCONUS to OCONUS transfers unless the vehicle will be accompanied or driven by a registered owner. Unless the vehicle is accompanied or driven, surrender the DD Form 2220 as part of normal out processing.

**3.6. Specified Consent to Impoundment.** Personnel must consent to the installation vehicle impoundment policy if they wish to drive on the installation. POV registration forms or policy will contain or have appended to them a certificate with the following statement:

"I am aware that AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and the installation traffic code provide for the removal and temporary impoundment of privately owned vehicles parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing, and disposing of my motor vehicle if it is lawfully removed and impounded."

## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Traffic Planning

4.1.1. Safe and efficient movement of traffic on an installation requires traffic supervision. A strong traffic supervision program includes sound traffic circulation planning, supervision, and control of motor vehicle traffic. Proactive publication and enforcement of traffic laws and regulations together with timely and professional investigation of motor vehicle accidents are also important. Finally, every successful program must include meaningful interaction, education, and communication with the general public.

4.1.2. Installation commanders develop traffic circulation plans that provide for the safest and most efficient use of primary and secondary roads. A major focus of installation traffic planning is circulation control. The base traffic engineer, CSP, safety officer, and other concerned staff agencies develop the traffic circulation plan. Consult with highway engineering representatives from adjacent civilian communities to ensure the installation plan is compatible with plans developed by the state and surrounding local communities. As a minimum, your base traffic plan should consider the following:

4.1.2.1. Normal and peak load routing based on traffic control studies.

4.1.2.2. Effective control of traffic, using planned traffic flow patterns which include measures for special events and adverse road conditions.

4.1.2.3. Point control at congested locations by law enforcement personnel or designated traffic directors or wardens, including trained school-crossing guards.

4.1.2.4. Use of traffic control signs and devices.

4.1.2.5. Efficient use of available parking facilities.

4.1.2.6. Efficient use of mass transportation.

4.1.2.7. Every installation commander should appoint a primary and alternate base traffic engineer. The engineer directs, develops, and staffs the base traffic circulation plan. This is normally a civil engineering responsibility and those considered for the position should have an infrastructure planning and engineering background.

4.1.3. Traffic control studies provide factual data on existing roads, traffic density and flow patterns, and points of congestion. The CSP and traffic engineer usually conduct coordinated traffic control studies to obtain the data. Accurate data helps determine major and minor routes, locations for traffic control devices, and special conditions requiring engineering or enforcement services.

4.1.4. The Military Traffic Management Command Transportation Engineering Agency (MTMC-TEA) will help installation commanders solve complex highway traffic engineering problems. MTMC-TEA traffic engineering team services include:

4.1.4.1. Traffic studies of lifted areas and other special situations.

4.1.4.2. Complete studies of traffic operations of entire installations.

4.1.4.3. Assistance in complying with established traffic engineering standards.

4.1.5. Installation commanders submit requests for MTMCTEA assistance in accordance with AFR 75-88, *Highways for National Defense*.

## 4.2. Installation Traffic Codes.

4.2.1. Installation commanders must establish a traffic code for operation of motor vehicles on the installation. Commanders in overseas areas establish a traffic code to the extent military authority is empowered to regulate traffic under applicable treaties or agreements. Installation traffic codes must contain the base rules of the road and will, to the degree possible, conform to the code of the state or host nation in which the installation is located. The CSP is responsible for developing the traffic code and for ensuring it meets all local and legal requirements, this AFI, and the standards published in the following:

4.2.1.1. *The National Highway Safety Program Standards*, as published in 23, CFR 1230.

4.2.1.2. Applicable portions of the *Uniform Vehicle Code and Model Traffic Ordinance* published by the National Committee on Uniform Traffic Laws and Ordinances, which is contained in 23, CFR 1204.

4.2.1.3. DoDI 6055.4, *DoD Traffic Safety Program*.

4.2.2. The installation traffic code must contain policy and procedures for the towing, searching, impounding, and inventorying of vehicles. Publish these provisions and ensure they contain the following:

4.2.2.1. Violations and conditions to tow or impound a vehicle.

4.2.2.2. Procedures to notify the vehicle owner.

4.2.2.3. Procedures for towing, storing, and protecting impounded vehicles.

4.2.2.4. Procedures for disposing of vehicles after lawful impoundment.

4.2.3. Where applicable, installation traffic codes must supplement the various basic provisions contained in the subparagraphs below:

4.2.3.1. Motorcycles and mopeds. Operators must comply with special requirements when driving motorcycles, mopeds, or other open two-, three-, and four-wheel vehicles powered by a motorcycle-type engine. See paragraph 4.2.6. for information concerning off-road vehicle use. Installations should adopt local, state, or host nation guidance concerning the legal definition, operation, use, and control of mopeds, motorized bicycles, and other such devices on installation roadways. Such guidelines will be modified or restricted as necessary to ensure personal safety or the safe and orderly flow of installation traffic. Refer to AFI 91-207 for helmet, eye, and clothing safety requirements.

4.2.3.1. (DOVER) Motorcycles and Mopeds.

4.2.3.1.1. (Added-DOVER) All military and civilian personnel who operate and register motorcycles on Dover AFB must attend an approved Traffic Safety Course before permanent registration can be obtained.

4.2.3.1.2. (Added-DOVER) Operators and passengers of motorcycles will wear long sleeve shirts, long pants, sturdy footwear and full fingered gloves or mittens. Sandals, shower clogs, and flip-flops are not considered protective footwear.

4.2.3.1.3. (Added-DOVER) Operators and passengers will wear a helmet, which meets or exceeds Department of Transportation specifications, and a face shield, goggles or shatter-proof glasses. Safety glasses may be worn in lieu of impact resistant goggles or a full-face shield if they are equipped with straps to keep them firmly on the face. Tinted face shields or sunglasses will not be worn after the hours of darkness. Helmets will have the chinstrap fastened at all times during operation of the cycle. **EXCEPTION:** Goggles, safety glasses or a full face shield are not required for the operator if the motorcycle is equipped with a wind-shield equal in height to or above the top of the helmet of the properly upright-seated operator.

4.2.3.1.4. (Added-DOVER) Operators will wear a brightly colored or contrasting outer upper garment which must be contrasting to the bike or other clothing the rider is wearing. The outer upper garment must be a vest, jacket, long sleeve shirt, short sleeve shirt, or coveralls. Tank tops, halter-tops, or bathing suit tops are not authorized. A long sleeved shirt or jacket must also be worn if the brightly colored or contrasting garment is short sleeved. The brightly colored outer upper garment must be reflective when worn between dusk and dawn (night). During these hours, a reflective belt, worn across the torso from shoulder to waist may be worn instead of reflective material on the brightly colored or contrasting outer upper garment. The reflective belt does not replace the requirement to wear the brightly colored or contrasting outer upper garment.

4.2.3.1.5. (Added-DOVER) All motorcycles and mopeds will meet the criteria for inspection and registration before operating within the confines of Dover AFB. Each operator must possess, at the time of operation, a current state authorized motorcycle driver's license, proof of ownership, proof of current insurance coverage, and proof of completion of a rider skill-training course that meets the requirements of the Motorcycle Safety Foundation.

4.2.3.1.6. (Added-DOVER) Moped operators will observe all laws applicable to other motor vehicles, with the exception that the maximum speed for mopeds is 25 mph. Only operators may ride mopeds-no passengers.

4.2.3.1.7. (Added-DOVER) Mopeds are required to be equipped with operational headlights, taillights, and a horn. Headlights will be on when the engine is in operation.

#### 4.2.3.2. Restraint systems.

4.2.3.2.1. Operators and passengers of all vehicles operated on Air Force installations must wear restraint systems. In addition, operators and passengers of GOVs must wear restraint systems when driving or riding off the installation as well.

4.2.3.2.2. All Air Force active duty and reserve component members on active duty must wear restraint systems while driving or riding in a POV whether on or off the installation.

4.2.3.2.3. US Department of Transportation requires approved infant/child restraint devices in POVs for children 4 years old or under and not exceeding 50 pounds in weight.

4.2.3.2.4. Cars manufactured after model year 1966 require a manufacturer-approved restraint system meeting federal traffic safety standards.

4.2.3.2.5. Operators using vehicles equipped with air bags must still wear the manufacturer's primary restraint system (seat belts).



4.2.3.3. Headphones and earphones. The wearing of headphones and earphones is prohibited while driving a motor vehicle on base. This does not negate wearing of hearing protection when conditions and good judgment dictate its use such as when driving in noise hazard areas. This restriction does not apply to intercom systems worn by motorcycle operators and their passengers.

4.2.4. Take only administrative actions (reprimand, assessment of points, loss of installation driving privileges, etc.) for off-installation violations of the installation traffic code.

4.2.4. (DOVER) Operation of a motor vehicle shall be in accordance with the motor vehicle laws of the State of Delaware unless otherwise noted in this instruction.

4.2.4.1. (Added-DOVER) All references to any law enforcement officer within the Delaware Code shall apply to Security Forces or attached personnel assigned to the 436th Security Forces Squadron.

4.2.4.2. (Added-DOVER) Violations of this code are punishable under the Uniform Code of Military Justice, Article 92, failure to obey order or regulation; and Title 18, United States Code (USC), Section 13; and may result in suspension or revocation of installation driving privileges IAW AFI 31-204.

4.2.5. At bases with concurrent or exclusive federal jurisdiction, make violations of state traffic codes applicable to base driving records when those violations are included in that state's criminal offense code. This provision is covered under the authority of Title 18 United States Code 13 (USC).

4.2.5. (DOVER) Traffic Law Obedience.

4.2.5.1. DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, adopts the vehicular and pedestrian traffic laws of states where traffic law violations are not considered criminal offenses and cannot be assimilated under 18 USC. It makes these laws applicable to military installations having concurrent or exclusive federal jurisdiction. It also delegates authority to installation commanders to establish additional vehicular and pedestrian traffic rules and regulations for their installations. Those found guilty of violating traffic laws made applicable on installations under provisions of DoDD 5525.4 are subject to a fine of not more than \$50 or imprisonment for not more than 30 days or both for each violation. In those states where you cannot assimilate traffic laws, post an extracted copy of this paragraph and a copy of DoDD 5525.4 in a prominent place accessible to persons assigned, living, or working on the installation.

4.2.5.1.1. Take only administrative actions in states where you cannot assimilate violations of traffic laws under either Title 18 USC 13 or DoDD 5525.4. Generally, this applies to installations under part or full proprietary jurisdiction.

4.2.5.2. (Added-DOVER) No person shall operate a motorized vehicle without possessing a valid state operator's permit, valid registration and necessary insurance coverage while operating a POV (Rental Vehicles for TDY personnel are not required to obtain additional insurance, insurance is covered in military contracts.) Operators of a Government Owned Vehicle (GOV) are exempt from registration and insurance requirements. Personnel operating a GOV over 14,000 pounds gross vehicle weight (GVW) must be in possession of AF Form 2293 for the type of vehicle being operated (IAW AFI 24-301, para 4.4.1.4.).

4.2.5.3. (Added-DOVER) No person shall willfully refuse to comply with any lawful order or directive of anyone who has the authority to direct, control or regulate traffic (e.g., Security Force patrolman in the performance of official duties).

4.2.5.4. (Added-DOVER) The operator of any vehicle or bicycle will obey all traffic control devices unless otherwise directed by a Security Forces patrolman in the performance of official duties.

4.2.5.5. (Added-DOVER) Drivers of authorized emergency vehicles, while responding to an emergency may:

4.2.5.5.1. (Added-DOVER) Park or stand irrespective to the provisions of this instruction, providing the vehicle is parked or standing as a result of emergency response and it does not create a safety hazard.

4.2.5.5.2. (Added-DOVER) Proceed past a red or stop signal, but only after assuring the intersection is free of traffic and there is no danger to life or property.

4.2.5.5.3. (Added-DOVER) Disregard instructions governing direction of movement or turning in a specified direction if other traffic is not endangered.

**NOTE:** The exemptions granted to authorized emergency vehicles shall apply only when the operator of the vehicle, while in motion, displays at least one red or blue lighted lamp, multicolor or appropriate light bars. The provisions of this section shall not relieve the operator of the emergency vehicle from the duty to drive with regard for the safety of all nor shall it protect the operator from the consequences of their reckless disregard for the safety of others. Emergency vehicles will not disregard any traffic control device when responding to exercise situations.

4.2.6. Off-road vehicles usage: The installation commander or his or her designee determines if, when, and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training, and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlight on, and goggles may not apply when operating off road in a recreational capacity. However, ensure full compliance with local, state, or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.2.7. (Added-DOVER) Traffic Enforcement.

4.2.7.1. (Added-DOVER) Security Forces have the primary responsibility for enforcing traffic laws on Dover AFB. Violators will be cited as follows:

4.2.7.1.1. (Added-DOVER) All civilians operating POVs, to include dependents, DoD and NAF employees, will be issued DD Form 1805, **United States District Court Violation Notice**, in exclusive federal jurisdiction areas. Within areas of proprietary interest, violators will be cited via DD Form 1408.

4.2.7.1.2. (Added-DOVER) Civilians, who are operating a GOV at the time of the violation, will be issued a DD Form 1408, regardless of the jurisdiction in the area of the offense.

4.2.7.1.3. (Added-DOVER) Active Duty personnel will be issued DD Form 1408.

4.2.7.1.4. (Added-DOVER) Reserve military personnel will be issued a DD Form 1408 while in the performance of reserve duties. A DD Form 1805 will be issued at all other times.

4.2.7.1.5. (Added-DOVER) Juveniles will be cited via DD Form 1805.

4.2.7.1.5.1. (Added-DOVER) The juvenile's sponsor will be contacted upon issuance of a citation.

4.2.7.1.5.2. (Added-DOVER) Juveniles will have their sponsor present in magistrate court for all mandatory appearances or if the citation is contested.

4.2.8. (Added-DOVER) Dover AFB Rules of the Road.

4.2.8.1. (Added-DOVER) Vehicles approaching school buses (from either direction), stopped for the purpose of receiving or discharging passengers, will stop before reaching the bus and will not proceed until the bus resumes motion. Violators may have their driving privileges suspended as directed by the installation commander.

4.2.8.2. (Added-DOVER) The driver of a vehicle will not back a vehicle without a spotter unless the movement can be made with reasonable safety and without interfering with other traffic. Drivers of GOVs of one-ton capacity or more will use a spotter when backing.

4.2.8.3. (Added-DOVER) No person will be transported in or on a vehicle while in a standing position, except vehicles configured for this operation where handholds are provided. No person will be transported in the in the cargo compartment of a vehicle. **EXCEPTION:** Squadron commanders may waive this requirement if mission or contingency requirements necessitate that personnel must ride in the cargo area. A written letter must be submitted to 436th Airlift Wing Safety Office stating the reason behind the decision and specify controls that will be used to protect passengers after utilizing the Operational Risk Management Process, and conform with AFI 91-207 Dover Supplement 1, *The U.S. Air Force Traffic Safety Program*.

4.2.8.4. (Added-DOVER) Driving over unpaved areas is prohibited except when it is absolutely necessary to avoid obstructions or when directed by a Security Forces patrol person in the performance of official duties.

4.2.8.5. (Added-DOVER) Vehicle operators are responsible for the proper wear of required safety devices by all passengers in that vehicle. Violations of seatbelt or helmet requirements will be enforced as follows:

4.2.8.5.1. (Added-DOVER) Any vehicle attempting to enter the base while the operator or any passenger is not wearing the required safety device will be stopped and denied entry until the seatbelt or helmet is worn.

4.2.8.5.2. (Added-DOVER) Any vehicle operator not wearing the required safety device(s), or allowing personnel in their vehicle to not wear the required safety device(s), will be issued a citation for the first offense. A second offense within a one-year period will result in the operator's base driving privilege being suspended for a period of 30 days; additional violations may result in revocation of base driving privileges.

4.2.8.5.3. (Added-DOVER) Violations detected by Security Forces will be reported on DD Form 1408 or DD Form 1805 as appropriate.

4.2.8.6. (Added-DOVER) No person shall operate a vehicle or bicycle while wearing a Walkman or similar headset device.

4.2.8.7. (Added-DOVER) Vehicles entering the installation entry control points during the hours of darkness will dim their headlights prior to approaching (vehicles with day time running lights are exempt).

4.2.8.8. (Added-DOVER) Personnel operating POVs on Dover AFB must be able to produce proof of valid liability insurance, driver's license and proof of vehicle registration to Security Forces on demand. Failure to do so may result in the following actions:

4.2.8.8.1. (Added-DOVER) Violators authorized to receive a DD Form 1805 will be cited for violating Title 21, Delaware Code, Section 2118, and the vehicle will be removed from the installation until proper insurance documentation, driver's license or proof of vehicle registration is obtained.

4.2.8.8.2. (Added-DOVER) Violators authorized to receive a DD Form 1408 will be cited for violating this instruction and the vehicle will be removed from the installation until proper insurance documentation, driver's license or proof of vehicle registration is obtained.

4.2.8.9. (Added-DOVER) It is unlawful for any person to have an open container of an alcoholic beverage in their possession in a motor vehicle or while astride a bicycle on this installation.

4.2.8.10. (Added-DOVER) Dormitory residents who have had their driving privileges suspended due to a drunken driving conviction may park their vehicles at the North Gate if they have a valid state license to drive.

4.2.8.11. (Added-DOVER) Unsafe Vehicles.

4.2.8.11.1. (Added-DOVER) Vehicles cited as being unsafe may not be driven on the installation except to a place of repair.

4.2.8.11.2. (Added-DOVER) Violations for unsafe vehicles will be cited via DD Form 1408 as Compliance Citations.

4.2.8.11.3. (Added-DOVER) Proof of repair must be presented to the Security Forces Control Center (SFCC), building (Bldg) #910 within 72 hours of the issue of the traffic citation.

4.2.8.11.4. (Added-DOVER) Failure to comply with this section may result in removal of the vehicle from the installation.

4.2.8.12. (Added-DOVER) Speed Limits.

4.2.8.12.1. (Added-DOVER) General Speed Instructions. No person shall operate a motor vehicle on any roadway at a speed greater than reasonable and prudent under existing conditions and having regard for the actual and potential hazards that may exist.

4.2.8.12.2. (Added-DOVER) Specific Speed Limits. The base speed limit is 25 miles per hour (mph) unless otherwise posted and no person shall drive a motor vehicle in excess of the following:

4.2.8.12.2.1. (Added-DOVER) 15 mph in the Industrial Maintenance Complex (IMC), base supply, and air terminal complexes. The IMC refers to those roads east of Atlantic Street and west of the ramp.

4.2.8.12.2.2. (Added-DOVER) 10 mph in all school zones.

4.2.8.12.2.3. (Added-DOVER) 10 mph in parking lots and on access roads thereto.

4.2.8.12.2.4. (Added-DOVER) 5 mph while backing.

4.2.8.12.2.5. (Added-DOVER) 35 mph on all paved portions of the base perimeter road, south of Bldg #100.

4.2.8.12.2.6. (Added-DOVER) 10 mph when passing a troop formation marching on the roadway.

4.2.8.12.2.7. (Added-DOVER) 20 mph in the Military Family Housing (MFH) areas.

4.2.8.12.2.8. (Added-DOVER) Speed limits on the airfield will be IAW Dover Air Force Base Instruction 13-202, *Airfield Driver Training and Operating Procedures*.

4.2.8.12.2.9. (Added-DOVER) 5 mph in MFH parking lots.

4.2.8.12.3. (Added-DOVER) Any person who receives a citation within the confines of family housing area for exceeding the posted speed limit will be subject to increased traffic points accumulation which could affect suspension of driving privileges. If a vehicle operator receives nine traffic points in 12 months or 12 points in 24 months based on citations issued within the housing area, driving privileges will be suspended for six months.

4.2.8.13. (Added-DOVER) Littering from a Vehicle.

4.2.8.13.1. (Added-DOVER) Littering is prohibited on Dover AFB and in MFH. Vehicles/trucks carrying large amounts of debris or garbage will cover the material to prevent it from being blown or fallen out.

4.2.8.13.1.1. (Added-DOVER) Civilian personnel committing violations in Exclusive Federal Jurisdiction areas will be cited via DD Form 1805 for violation of Title 21 (Del Code) Sec 4189.

4.2.8.13.1.2. (Added-DOVER) Civilian personnel committing violations in proprietary interest areas will be cited via DD Form 1408. Personnel cited via DD Form 1408 will be assessed two points for each violation.

4.2.8.13.1.2.1. (Added-DOVER) In addition, personnel accumulating a total of three violations within a 90-day period will receive a 30-day driving suspension.

### 4.3. Traffic Law Enforcement Principles.

4.3.1. Traffic law enforcement should motivate drivers to operate vehicles safely within traffic laws and regulations and maintain an effective and efficient flow of traffic. Effective enforcement should emphasize selective enforcement and voluntary compliance by drivers. You can reach these goals by developing effective programs in the following areas.

4.3.1.1. Publishing a realistic traffic code well known by all personnel.

4.3.1.2. Adopting standard signs, markings, and signals in accordance with *National Highway Safety Program Standards* (NHSPS) and the *Manual on Uniform Traffic Control Devices for Streets and Highways*.

4.3.1.3. Ensuring enforcement personnel establish courteous, personal contact with drivers, and act promptly when driving behavior is improper or when observing a defective vehicle in operation.

4.3.1.4. Maintain an aggressive program to detect and apprehend those who drive with suspended or revoked privileges.

4.3.1.5. Use sound discretion and judgment in deciding when to apprehend, issue a citation, or warn the offender.

4.3.2. Enforcement activities against intoxicated driving will include:

- 4.3.2.1. Detecting, apprehending, and testing persons suspected of driving under the influence of alcohol or drugs.
- 4.3.2.2. Training law enforcement personnel in special enforcement standards, detection techniques, and equipment standards unique to your location and jurisdiction.
- 4.3.2.3. Enforcing blood-alcohol concentration standards (see paragraph 4.11.).
- 4.3.2.4. Denying installation driving privileges to those whose use of alcohol or drugs prevents their safe operation of a motor vehicle.

**4.4. Speed-measuring Devices.** Use speed-measuring devices in traffic control studies and enforcement programs. Post signs to indicate the use of speed-measuring devices.

4.4.1. Equipment purchases. Installations located in states having a formal civilian police training and certification program for speed measurement should consider purchasing the same brand and model of equipment used by their civilian counterparts. Where possible, attend the same or similar certification courses used by local authorities.

4.4.2. Training and certification standards.

4.4.2.1. The CSP should strive to ensure operators of speed-measuring devices meet training and certification requirements prescribed by the state or jurisdiction where the installation is located. Obtain specific information on course dates, costs, and prerequisites for attending by contacting the state agency responsible for police traffic radar training. Notwithstanding the above information, the CSP may establish other local training and certification programs for operators of speed-measuring devices. If exercising this option, you must ensure your qualification and training standards are admissible as evidence and considered reliable by both military and civil authorities. This requirement applies to courts-martial, nonjudicial proceedings, and civilian courts used to prosecute civilian offenders. Coordination between the military staff judge advocate and attorney general (or equivalent) is necessary.

4.4.2.2. Develop local training programs or attend a civilian institution or manufacturer's training program if security police are unable to attend local or state-sponsored radar certification courses.

4.4.2.3. The objective of civilian or manufacturer-sponsored courses is to improve the effectiveness of speed enforcement through the proper and efficient use of speed-measurement radar. On successful completion, the course graduate must know how to:

- 4.4.2.3.1. Describe the association between excessive speed and accidents, deaths, and injuries, and describe the traffic safety benefits of effective speed control.
- 4.4.2.3.2. Describe the basic principles of radar speed measurement.
- 4.4.2.3.3. Identify and describe Air Force speed measurement and speed enforcement policy and procedure.
- 4.4.2.3.4. Identify the specific radar instrument used and describe the instrument's major components and functions.
- 4.4.2.3.5. Demonstrate basic skills in calibrating and operating the specific radar instrument(s).

4.4.2.3.6. Demonstrate basic skills in preparing and presenting records and courtroom testimony relating to radar speed measurement and enforcement.

4.4.3. Recertification. Certify operators every three years or more frequently when required by the state or governing jurisdiction. The CSP must document and maintain certification and training standards in the unit training section. Forward records to gaining unit commanders when personnel PCS.

4.4.4. Use the following sources in local training and certification programs:

4.4.4.1. State or local training guides, plans, and procedures.

4.4.4.2. Publish techniques for radar speed detection and legal aspects of speed-measuring devices by the National Highway Traffic Safety Administration and the International Association of Directors of Law Enforcement Standards and Training.

#### **4.5. Traffic Accident Investigation.**

4.5.1. Conduct detailed investigations of the following:

4.5.1.1. All accidents involving a fatality or personal injury.

4.5.1.2. Vehicle and private property damage over the amount specified by the installation commander. This applies to government as well as private vehicles and property damage; however, the installation commander may establish different damage amounts for each category.

4.5.2. Conduct investigations of off-installation accidents involving military personnel according to local policy developed by the CSP and local police leaders.

**NOTE:** Generally, a detailed accident investigation includes, but is not limited to, an accident report form, field sketch, scale diagram, and accident narrative.

4.5.3. (Added-DOVER) Accident Reporting

4.5.3.1. (Added-DOVER) Any driver involved in an accident must immediately stop their vehicle, or as soon as safely possible, and remain at the scene of the accident until they have fulfilled the requirements of this section.

4.5.3.1.1. (Added-DOVER) Duty to render competent first aid and give information: Anyone involved in an accident will ensure competent first aid is rendered as necessary until appropriate medical attention arrives. The operators of vehicles involved will exchange their name, grade, organization, address, telephone number, insurance information, driver's license number and vehicle registration information.

4.5.3.1.2. (Added-DOVER) Accidents involving damages to unattended vehicles or other property: Any vehicle that collides with an unattended vehicle or property will immediately stop and the driver will attempt to locate and notify the owner of the damaged vehicle or property and comply with paragraph **4.5.3.1.1. (Added)** above. If unable to contact the owner, the operator will notify Security Forces.

4.5.3.1.3. (Added-DOVER) Accident reporting: The operator of any vehicle involved in an accident on base will immediately report the accident to the SFCC. If the operator is incapable of reporting the accident, attempt to have a passenger or witness report the accident immediately.

4.5.3.1.4. (Added-DOVER) Moving a vehicle from the scene of an accident: Any person involved in an accident on-base will not move the vehicle from the scene without permission from Security Forces or Delaware State Police (DSP).

4.5.3.2. (Added-DOVER) Security Forces or DSP are responsible for the investigation of all accidents requiring investigation. This investigation will be in accordance with Air Force and local directives.

4.5.3.3. (Added-DOVER) Security Forces will respond to all minor accidents, facilitate the exchange of information, and complete a Minor Accident Worksheet. Security Forces will not investigate minor motor vehicle accidents.

4.5.3.3.1. (Added-DOVER) Operators involved in minor accidents are not normally cited unless the patrol person can establish a clear violation of a law or directive.

4.5.4. (Added-DOVER) General - Accident reports will not be provided to vehicle operators by Security Forces. Copies of reports must be requested by insurance companies from 436 SFS/SFA.

#### **4.6. Traffic Accident Investigation Reports.**

4.6.1. Anyone involved in an on-base vehicle accident must immediately report the incident to the security police. Report off-base accidents to the security police if they involve injuries to military personnel or damage to military property. The installation commander determines what agencies to notify and for what type of accidents to notify them. The CSP must develop a local notification matrix or other procedures that will ensure notification of appropriate base and civilian agencies. Develop and publish these notification procedures locally.

4.6.2. The security police will act as the focal point for gathering off-base accident information. Record the information in the security police desk blotter. When possible, obtain copies of major accident reports prepared by investigating civilian police agencies.

4.6.3. Security police respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.6.3.1. Render first aid and arrange for medical assistance.

4.6.3.2. Protect personal property.

4.6.3.3. Normalize traffic.

4.6.3.4. Identify witnesses and personnel involved.

4.6.3.5. Conduct a formal investigation.

4.6.3.6. The CSP determines (with installation commander approval) when and/or if minor vehicle accidents require investigation or a police response. He or she may delegate this authority to on-duty security police supervisory personnel. Develop policy in this area locally.

4.6.4. Report minor accidents not involving a security police response to the security police within 72 hours. Record accident information in the security police blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description, and license number(s). You should also include a brief summary of any damage and circumstances behind or causing the accident. A minor accident is any accident in which there are no fatalities/injuries or vehicle/property damage above the amount



established by the installation commander. Consequently, a major accident is any accident involving a fatality, injury, or property damage above the amount established by the installation commander. The installation commander may set differing amounts for government versus private vehicle and property damage. The investigation of major accidents involve specialized accident investigative techniques to draw conclusions and opinions about how and why the accident occurred.

4.6.4.1. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

4.6.4.1.1. Any condition requiring medical attention

4.6.4.1.2. Complaint or report of pain or injury regardless if medical attention is sought

4.6.4.1.3. Any visible injury. This includes bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body.

#### **4.7. Use of Traffic Accident Investigation Report Data.**

4.7.1. Analyze data derived from traffic accident investigations to determine accident causes. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes. With the exception of requests filed under the Freedom of Information Act, the CSP determines the agencies cleared to receive accident and incident data.

4.7.2. Law enforcement personnel and others who prepare traffic accident investigation reports will indicate if a seat restraint was used at the time of the accident, and where applicable, if air bags deployed.

#### **4.8. Parking.**

4.8.1. Illegal parking contributes to congestion and slows traffic flow on the installation. Strong enforcement of parking rules results in better use of available parking while reducing traffic accidents and hazards. Combine enforcement with community education and awareness initiatives in areas where illegal parking is a problem. When education and awareness fail, installation commanders may authorize more serious enforcement measures such as towing and "booting" of vehicles. Do not use towing and booting if less severe means of enforcement such as warnings, ticketing, reprimands, revocations, etc., prove effective. When using towing and booting, follow the guidelines below:

4.8.1.1. Publish operating instructions to control discretion of enforcers and limit towing or booting to specific offenses.

4.8.1.2. Focus on specific reasons for towing or booting. Booting is effective for immobilizing unsafe vehicles, or vehicles not inspected or registered. Use booting in high offense areas or to compel the presence of repeat offenders. Towing is more effective for moving vehicles that pose safety hazards. Some examples include double parking, and blocking fire hydrants and fire lanes.

4.8.1.3. Notify drivers that certain violations or multiple violations may result in towing or booting. Also, provide drivers a prompt opportunity to obtain release of their property.

4.8.1.4. Warn drivers when a boot is attached to their vehicle and instruct them on how to have the boot removed without damaging the vehicle.

4.8.2. Reserved Parking. When not addressed by MAJCOMs, installation commanders determine reserved parking policy for their installations. Number of available spaces, facility design and layout, traffic flow, and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make policy and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction, or base parking plan. The publication must address approval, issue, control, and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor, and car pool parking. Handicap parking is regulated under the uniform federal accessibility standards and applies to all Air Force installations.

4.8.3. You can use distinctive emblems, decals, stickers, etc., to control parking space assignments and to indicate authorized use of the parking slot. If this identification media is placed on a vehicle bumper, separate it from the vehicle registration identification. MAJCOMs (or installation commanders if not addressed by the MAJCOM) may develop policy concerning the issue and control of the identification media discussed above.

4.8.4. You can use parking wardens (unit personnel) to monitor and cite parking violators, especially within off-street parking facilities.

4.8.4. (DOVER) Dover AFB will use parking wardens to enforce parking violations. The parking warden will normally be the building custodian, but may be anyone authorized in writing by the unit commander to issue parking tickets. 436 SFS/SFOFP will issue parking warden citations to parking wardens.

4.8.5. (Added-DOVER) Parking is authorized in clearly identified paved or graveled areas by paint, pipes, barriers, or signs. Parking in unpaved areas is not authorized, except during special events or as directed by the 436 AW/CC or Security Forces.

4.8.6. (Added-DOVER) Personnel assigned quarters in base housing may store their boats, trailers, campers and recreational vehicles in either the base storage lot located on the south end of the base near Bldg 1324 and Bldg 1344 or in the parking lot along Cypress Loop. Applications for storage on main base are handled through 436th Services Squadron/Recreation Supply division and for storage in base housing through the Housing Office.

4.8.7. (Added-DOVER) No person will stop, stand, or park a vehicle, except when necessary to avoid a conflict with other traffic or when in compliance with the direction of a traffic control device, on any lawn, seeded area, maintained field, playground or other area not used for motor vehicle traffic. Moving trucks will not park on lawns in base housing.

4.8.8. (Added-DOVER) Military Family Housing Parking.

4.8.8.1. (Added-DOVER) The driveways to each individual's quarters will be considered their assigned parking space. Violators will be issued a DD Form 1408.

4.8.8.2. (Added-DOVER) Parking along the road is for visitors. However, people who have more than one POV may park along the road. Oversized recreational vehicles or converted buses will not park alongside the roadway or in the confines of the roadway. These vehicles will be parked in the areas discussed in paragraph 4.8.6. (Added)

4.8.8.3. (Added-DOVER) Open parking is provided in areas of Eagle Heights with two slots per family and the visitor slots will be used on a first come, first served basis. Additional vehicles may be parked on the street in non-designated parking slots.

4.8.8.4. (Added-DOVER) Any individual who operates an oversized recreational vehicle or converted bus as their primary means of transportation must request permission through the Family Housing Office to park their vehicle in base housing.

4.8.8.5. (Added-DOVER) Any housing resident cited three times for illegally parking in the housing area in a 1 year period will have their privilege to reside in military housing reviewed. The 436 MSG/CC or designated representative, will be the final authority in this matter.

4.8.9. (Added-DOVER) Unattended Motor Vehicles. No person driving or in charge of a motor vehicle shall permit it to be parked unattended without first stopping the engine and removing the key.

4.8.10. (Added-DOVER) Children under 10 years of age will not be left unattended in any vehicle, unless an individual 12 years old or older is present.

4.8.11. (DOVER) Reserved Parking on Dover AFB.

4.8.11.1. (Added-DOVER) 436th Security Forces Squadron will not normally enforce reserved parking. The 436 MSG/CC has authorized building custodians, parking wardens, and personnel designated by unit commanders to enforce unit owned or housing reserved parking areas, or other parking violations within their area of responsibility. A DD Form 1408 over-stamped with "Parking Warden Ticket" will be utilized to cite parking violations. Completed tickets will be forwarded to 436 SFS/Police Services (436 SFS/SFOFP) for processing and then filed by 436 SFS/SFA. Subsequent parking violations by the same individual may be cause for extended suspension or permanent revocation of base driving privileges. Whenever the same vehicle or operator has received three citations for violating standing, parking, or any other non-moving vehicle instructions within a 90 day period, or an individual is found to have parked in a handicapped slot without being authorized, the driving privileges of the vehicle owner or operator may be suspended for 30 days. The violator has 10 working days, excluding weekends and holidays to rebut the suspension of driving privileges. The suspension for reserve personnel is 30 days including weekends and holidays.

4.8.11.2. (Added-DOVER) All requests for reserved parking spaces will be processed through 436th Civil Engineer Squadron. A letter of request will be accomplished by the facility custodian and forwarded to the Traffic Safety Officer, who will coordinate the request and recommend approval/disapproval. Final approval rests with the 436 SPTG/CC. Approval will generally be granted to the following:

4.8.11.2.1. (Added-DOVER) Commanders

4.8.11.2.2. (Added-DOVER) First Sergeants

4.8.11.2.3. (Added-DOVER) Handicapped

4.8.11.2.4. (Added-DOVER) Customer/Visitor Parking

4.8.11.2.5. (Added-DOVER) Government Vehicle

4.8.11.2.6. (Added-DOVER) Company Grade Officer, SNCO, NCO, Airman and Civilian of the Quarter recognition program.

4.8.11.2.7. (Added-DOVER) Honor Guard

#### 4.9. Traffic Violation Reports.

4.9.1. Commanders should deal with most traffic violations occurring on Air Force installations within Air Force channels.

4.9.2. You can refer traffic violations occurring on Air Force installations (within the United States or its territories) to the proper US Magistrate. Do not refer violations in the following circumstances:

4.9.2.1. The operator is driving a government vehicle at the time of the violation.

4.9.2.2. A US Federal Magistrate is either not available or lacks jurisdiction to hear the matter because the violation occurred in an area where the federal government has only proprietary legislative jurisdiction.

4.9.2.3. Mission requirements make referral of offenders impractical.

4.9.2.4. A US Magistrate is available, but the accused refuses to consent to the jurisdiction of the court and the US attorney refuses to process the case before a US district court.

4.9.3. Issue traffic violators on military installations a DD Form 1408, Armed Forces Traffic Ticket, or a DD Form 1805, United States District Court Violation Notice. The CSP determines who is authorized to issue those forms and what training they must complete before issuing either form. The DD Form 1408 is issued to *the following personnel: active duty personnel, Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy, reservists on orders or performing inactive duty training including commuting to and from training, and guardsman in federal service under Title 10 of the United States Code. Title 10 status is reflected on the guardsman's orders.* Issue civilians the DD Form 1805, or the DD Form 1408 when a US Magistrate system is not available.”

4.9.3. (DOVER) Processing Traffic Citations.

4.9.3.1. (Added-DOVER) The unit or section commander will conduct an inquiry and take disciplinary or administrative action. If the inquiry reveals neither action is appropriate, the citation and supporting documents for the decision are returned to the 436 SFS/SFA for administrative review in conjunction with 436 SFS/SFO. If a disagreement exists between the unit commander, civilian personnel office or other base agencies (as applicable) and the (CSF), the ticket will be sent to 436 MSG/CD with accompanying documentation for a decision. The decision of the MSG/CD or higher is final.

4.9.3.2. (Added-DOVER) Traffic points are assessed and action will be taken on all citations where the inquiry results in disciplinary or administrative action. Point assessment for the determination of whether to suspend/revoke driving privileges on the installation will be based on all collected data. The collected data includes, but is not restricted to, citations issued on the installation, citations from other military installations, AFLETS (Air Force Law Enforcement Terminal System), or other official sources.

4.9.3.3. (Added-DOVER) Where a disagreement exists involving an offender cited via DD Form 1805 and Security Forces, the US Magistrate will render the final decision.

4.9.3.4. (Added-DOVER) Contesting the DD Form 1408.

4.9.3.4.1. (Added-DOVER) If a violator desires to rebut a lawfully issued citation, a request must be submitted in writing within 10 days of receiving the citation to 436 SFS/SFAA (Reports and Analysis).

4.9.3.4.2. (Added-DOVER) SFAA will make a copy of the white and yellow copies of the citation and forward it, with the request to 436 SFS/SFOFP, to conduct an inquiry and make a recommendation to the CSF. If the CSF decides the citation was unwarranted, it will be voided and removed from SPAS. If the CSF deems the citation was lawfully issued, the citation will stand and points will be assessed if applicable.

4.9.3.4.3. (Added-DOVER) If the CSF decides a contested citation is valid, but the violator's commander/first sergeant disagree, a citation rebuttal package containing all pertinent correspondence be prepared by SFAA and will be submitted to the 436 MSG/Deputy Commander who is the final appeal authority.

4.9.3.5. (Added-DOVER) Rebutting a DD Form 1805.

4.9.3.5.1. (Added-DOVER) If a violator desires to rebut a lawfully issued DD Form 1805, inform him/her the following procedures apply. The Violator should check the appropriate box requesting a court hearing on the violator's copy of the citation and mail to the address on the reverse side. The violator will be notified of a court date by mail.

4.9.3.5.2. (Added-DOVER) When a violator appears in court, he/she may contest a lawfully issued citation by entering a plea of not guilty. He/she will then be scheduled for a hearing before the Magistrate at which time evidence may be presented to contest the citation.

4.9.4. Installation commanders establish procedures for disposing of traffic violation cases through administrative or judicial action consistent with the Uniform Code of Military Justice (UCMJ) and federal law. Additionally, forward a copy of all violation reports on military personnel and DoD civilian employees apprehended for intoxicated driving to the Substance Abuse Office, Drug and Alcohol Control.

4.9.5. Unless restricted under the provisions of para 4.9.2., use the DD Form 1805 to refer civilian violators of state and federal traffic laws to the appropriate US magistrate. Notify the commander, first sergeant, or supervisor when any military personnel or DoD civilian employees is cited with the DD Form 1805. If requested, locally reproduce a copy of the DD Form 1805 and make it available to the commander, first sergeant, or supervisor.

4.9.5.1. Preparation of the DD Form 1805. This prenumbered form is issued through standard publication channels and is only accountable once it is issued to an offender. Before issuing this form, stamp (type) in black ink the specific address of the clerk of the US District Court (Central Violations Bureau) to which the violator must address the communication, on the reverse of the violator's copy (manila card stock) of the four-part form. Determine the entry for the amount of the fine, mandatory court appearance of the offender, and the date of appearance according to guidance furnished by the governing district court.

4.9.5.2. Identify the assimilation of state traffic laws by a specific state code reference in the CODE SECTION block of the DD Form 1805 or in a complaint filed with the US magistrate.

4.9.5.3. Use the statement of probable cause on the DD Form 1805 according to local staff judge advocate and US magistrate court policy. The statement of probable cause is required by the federal misdemeanor rules to support the issuance of a summons or arrest warrant.

4.9.5.4. For cases referred to US magistrate, normal distribution of DD Form 1805 is as follows:

4.9.5.4.1. The CSP forwards copy 1 (white) and copy 2 (yellow) to the US District Court (Central Violation Bureau).

4.9.5.4.2. Security police file copy 3 (pink).

4.9.5.4.3. Provide copy 4 (envelope) to the violator.

**NOTE:** Ensure unit personnel are notified IAW para **4.9.5.** above.

4.9.5.5. When DD Form 1408 is used, distribute the form as follows:

4.9.5.5.1. Provide the pink copy to the violator with normal reporting instructions and rebuttal instructions as determined by the installation commander.

4.9.5.5.2. Forward the white copy to the service member's commander, to the commander of the family member's sponsor, or to the civilian's supervisor or employer for administrative action within the unit/organization.

4.9.5.5.3. Forward the yellow copy to the security police administration branch for processing and tracking until the white "action copy" is returned by the unit commander, section commander, or first sergeant. When the white copy is received, review it for action taken, annotate the information in SPAS or the AF Form 1313, **Driver Record**, with the moving or non-moving violation and any points assessed. File the white and yellow copies with the driver record.

#### **4.10. Standards and Procedures for Processing Intoxicated Drivers.**

4.10.1. As a minimum, the CSP must train installation law enforcement personnel to do the following:

4.10.1. (DOVER) It is unlawful for any person under the influence of alcohol or drugs to drive, operate, or to be in actual physical control of any vehicle at any time.

4.10.1.1. Recognize signs of alcohol and other drug impairment in persons operating motor vehicles.

4.10.1.2. Prepare DD Form 1920, **Alcohol Influence Report**, or other form which adequately documents sobriety and sobriety testing of an individual.

4.10.1.2. (DOVER) Security Forces personnel invoking the implied consent provisions will record the appropriate information on DD Form 1920, **Alcohol Influence Report** or locally devised form. The authorized methods for conducting a chemical test to determine blood alcohol level shall be the intoxilyzer breath analysis instrument, blood test, or both.

4.10.1.3. Perform standard field sobriety tests. The standardized Air Force field sobriety test consists of the one leg stand, the walk and turn, and the horizontal gaze nystagmus. Also consider any local, state, or host nation sobriety test requirements in addition to the above standard Air Force tests.

4.10.1.4. Determine to a reasonable and practical degree when a person appears intoxicated, but is actually physically or mentally ill and requires prompt medical attention.

4.10.1.5. Understand the operation of breath-testing devices.

4.10.2. Each installation using breath-testing devices will ensure operators of these devices:

4.10.2.1. Are chosen for integrity, maturity, and sound judgment.

4.10.2.2. Meet installation, and where possible, state certification standards.

4.10.3. Use only breath-testing devices listed on the approved NHTSA conforming products list published in the Federal Register. Ensure only trained personnel administer tests as specified in paragraph 4.13. and adhere to the procedures described in paragraphs 4.14. and 4.15. relating to voluntary and involuntary testing.

4.10.4. Installations located in states or overseas areas with no formal training program will develop their own training program following material and guidance from selected civilian institutions or manufacturers of the equipment. Coordinate local training programs with the installation staff judge advocate and state's attorney general (or local equivalent) to ensure your program meets local requirements for legal admissibility. Conduct refresher training at the intervals determined by the CSP and staff judge advocate.

#### **4.11. Blood Alcohol Concentration Standards.**

4.11.1. Uniformly apply administrative revocation of driving privileges and other enforcement measures to offenders driving under the influence of alcohol or drugs. When a person is tested per paragraph 2.3., evaluate the results of the test as follows:

4.11.1.1. If the percentage of alcohol in the person's blood is less than 0.05 percent, presume the person is not under the influence of alcohol.

4.11.1.2. If the percentage is 0.05 but less than 0.10, presume the person is impaired. Consider this standard with other competent evidence in determining whether the person was under the influence of alcohol. Suspend driving privileges according to para 2.5. Note: The 0.10 threshold delineating impaired from intoxicated can be lesser level when assimilating a more stringent local, state, or host nation standard.

4.11.1.3. If the percentage is 0.10 (or lesser amount when assimilating local, state, or host nation standards) or more or if tests reflect the presence of illegal drugs, the person is considered to have been driving under the influence of intoxicants. Suspend driving privileges according to para 2.5.1.3.

4.11.2. Percentages in paragraph 4.11.1. are percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood. Installation commanders will modify military standards to agree with a more stringent state, local authority, or host nation standard. Refer to Assessment #3, Table 5.1.

#### **4.12. Chemical Testing Policies and Procedures.**

4.12.1. Results of chemical testing are valid under this instruction only under the following circumstances:

4.12.1.1. Testing of blood, breath, urine, or other bodily substances using generally accepted scientific and medical methods and standards.

4.12.1.2. Qualified personnel administer breath tests.

4.12.1.3. Use of a nonportable breath-testing device approved by the state or host nation.

4.12.2. If the state or host nation has not established procedures for use of breath-testing devices, then apply the following procedures if you use portable breath-testing devices: 1) During the initial traffic

stop as a field sobriety testing technique in lieu of or in conjunction with other field sobriety testing techniques as long as the state or host nation does not prohibit such use, and 2) According to the manufacturer's operating instructions.

4.12.2.1. Use nonportable evidentiary breath-testing devices as follows:

4.12.2.1.1. Observe the suspected person for at least 20 minutes before collecting the breath specimen. During this time, the person must not drink, eat, smoke, chew tobacco, or ingest any substance.

4.12.2.1.2. Verify calibration and proper operation of the instrument according to manufacturer's specifications and any specific local, state, or host nation requirements.

4.12.2.1.3. Comply with operational procedures in the manufacturer's current instruction manual. Perform the preventive maintenance as required by the owner's manual.

4.12.3. Chemical tests of personnel involved in fatal accidents.

4.12.3.1. Installation medical authorities will immediately notify and brief the CSP upon death of any person involved in a motor vehicle accident. Subject to military jurisdiction, medical authorities will examine anyone killed in an on-base motor vehicle accident or mishap. Conduct tests for the presence and concentration of alcohol or other drugs in the blood, bodily fluids, or tissues as soon as possible and where practical within eight hours of death. Include the test results in the medical reports.

4.12.3.2. As provided by law and medical conditions permitting, obtain a blood or breath sample from any surviving operator whose vehicle is involved in a fatal accident.

**4.13. Detection, Apprehension, and Testing of Intoxicated Drivers.**

4.13.1. Most of the time you will detect drunk drivers by observing unusual or abnormal driving behavior. Stop these drivers and determine the cause of their unusual driving behavior. If you reasonably conclude that the individual in control of the vehicle is impaired, perform field sobriety tests. The DD Form 1920 is used in examining, interpreting, and recording results of such tests. Use the standard field sobriety tests outlined in para 4.10. Specific procedures for administering them can be found in AFH 31-227, *Air Force Motor Vehicle and Traffic Control*. Also see AFH 31-227 for procedures and guidance concerning the use of traffic mazes, DWI checkpoints, and other drunk driving reduction measures.

**4.14. Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.**

4.14.1. Implied consent policy is explained in paragraph 2.3.

4.14.2. Administer tests only when the following conditions are met:

4.14.2.1. The person was lawfully stopped while driving or while in physical control of a motor vehicle on the installation.

4.14.2.2. Reasonable suspicion exists to believe the person was driving under the influence of alcohol or drugs.



4.14.2.3. A request was made of the person to consent and he or she was advised that failure to voluntarily submit to or complete a chemical test of bodily fluids or breath may result in revocation of on-base driving privileges.

4.14.3. The installation commander prescribes the type of chemical tests used. Advise the driver that the installation commander may revoke driving privileges if they fail to voluntarily submit to or complete a requested chemical test and that they do not have the right to have an attorney present before deciding if they will or will not take the test. Testing will follow policies and procedures in paragraph 4.12. Also advise the driver that you can use the results of chemical tests conducted under the implied consent provisions of this instruction as evidence in courts-martial, nonjudicial proceedings under Article 15 of the UCMJ, administrative action, or civil court proceeding.

4.14.4. Special rules exist for persons who have hemophilia, other blood-clotting disorders, or any medical or surgical disorder under treatment with an anticoagulant. Such people may refuse a blood extraction without penalty, but you can offer a breath or urine test, or both. You must outline these procedures and the type of medical conditions that qualify for nonpunitive refusal in readily available medical guidelines located in emergency rooms or other reasonable areas where blood samples might be drawn from those suspected of drunk driving. Valid refusals must have the concurrence of a medical doctor.

4.14.5. If a person suspected of intoxicated driving refuses to submit to a chemical test, do not administer a test except as specified in paragraph 4.15.

#### **4.15. Involuntary Extraction of Bodily Fluids in Traffic Cases.**

4.15.1. These procedures pertain only to the investigation of individuals stopped, apprehended, or cited on a military installation for any offense related to driving a motor vehicle and for whom probable cause exists to believe that such individual is intoxicated. Rule 312d, Military Rules of Evidence, and regulatory rules concerning requesting and granting authorizations for searches govern the extraction of body fluids in furtherance of other kinds of investigations. Air Force policy on nonconsensual extraction of blood samples is further addressed in AFI 44-102, *Patient Care and Management of Clinical Services*.

4.15.1. (DOVER) The 436th Medical Group will provide Security Forces with a copy of the results of any blood alcohol test directed by 436 MSG/CC or 436 MSG/CD and administered by medical personnel within 48 hours from the time the tests were administered. Civilians can not be given blood alcohol tests without their consent.

4.15.2. Involuntary bodily fluid extractions (blood or urine) require valid search and seizure authorizations. A person subject to the UCMJ who does not consent to chemical testing, and who subsequently refuses a lawful order to surrender to the test, may nonetheless be forced to submit to an involuntary extraction of bodily fluids. As a general rule, forced extractions are considered only when an individual is involved in an accident in which there is a death, serious personal injury, or significant property damage. Probable cause must exist to believe the individual was driving or was in control of a vehicle while under the influence of an intoxicant. Conduct the extraction in accordance with the following procedures: 1) A search authorization by an appropriate commander or military magistrate obtained pursuant to Rule 315, Military Rules of Evidence, is required prior to such nonconsensual extraction; 2) A search authorization is not required under such circumstances when there is a clear indication that one will find evidence of intoxication and there is reason to believe that the delay nec-

essary to obtain a search authorization would result in the loss or destruction of the evidence sought; and 3) Conduct warrantless searches only after coordination with the servicing staff judge advocate and attempts to gain authorization from an appropriate official fail because of the unavailability of the appropriate commander or military magistrate.

4.15.2.1. If authorization from the military magistrate or commander proves unsuccessful (due to nonavailability), the commander of a medical facility is empowered by Rule 315(d), Military Rules of Evidence, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.15.2.1.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.

4.15.2.1.2. The medical facility commander authorizing an extraction under Rule 315(d) need not be on duty as the attending physician. Any qualified medical person can perform the extraction.

4.15.2.1.3. The authorizing official may consider his or her own observations of the individual in determining probable cause.

4.15.3. Authorization for the nonconsensual extraction of blood samples for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care, such as the provision for nonconsensual medical care pursuant to AFR 160-12. Only qualified medical personnel administer extractions and use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or unit personnel acting under orders from the member's commanding officer or designee. Do not use any form of life endangering force to effect nonconsensual extractions.

4.15.3.1. Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

#### **4.16. Testing at the Request of the Apprehended Person.**

4.16.1. A person subject to tests under paragraph 2.3. can request additional testing. These tests are paid for by the requesting individual, and an approved facility such as an off-base hospital or research laboratory performs the tests. If they desire admissibility of other tests in a military or civilian court of law, they must ensure the state (or host nation when in an overseas area) approves the test and test method. Complete all tests as soon as possible, noting any delay on the resulting documents.

4.16.2. If someone requests additional testing, the apprehending official may help make those arrangements. However, tests conducted under authority of the UCMJ remain valid when circumstances prevent timely release of the individual, or for whatever reason additional testing is not completed.

**4.17. Off-installation Traffic Activities.** Civil authorities enforce traffic laws in areas not under military control. Likewise, the security police often investigate on-base accidents and incidents of interest to local authorities. Consequently, the CSP must develop a program for the sharing and exchanging of information with civil authorities. In overseas areas, these procedures are generally well documented in formal agreements with the host nation. Local procedures must cover the receiving, processing, and securing of traffic and related incident reports received from other investigative agencies.

**4.18. Compliance With Local and State Laws.**

4.18.1. Installation commanders must ensure drivers comply with state and local traffic laws when operating government vehicles on or off base.

4.18.2. Commanders coordinate with the proper civil law enforcement agency before moving government vehicles or property that require special handling or exceed legal limits such as weight, length, width, or other standards.

4.18.3. Installation commanders should maintain a close liaison with civil enforcement agencies and encourage the following:

4.18.3.1. When possible, the prompt release of government vehicles and operators involved in accidents or incidents.

4.18.3.2. Prompt notice to military authorities when military personnel or drivers of government motor vehicles are involved in traffic accidents or detained for serious violations of civil traffic laws.

4.18.3.3. Prompt notice of any state, local, or host nation action to suspend, revoke, or restrict the driving privileges of personnel assigned to the installation.

**4.19. Civil-Military Cooperative Programs.**

4.19.1. The State-Armed Forces Traffic Workshop Program is an organized effort to coordinate military and civil traffic safety activities throughout a state or area. Installation commanders should cooperate and provide proper support and participation.

4.19.2. The installation commander should establish a community-installation traffic workshop program to coordinate the installation traffic efforts with those of local communities. Sound and practical traffic planning depends on a balanced program of traffic enforcement, engineering, and education. Civilian and military legal and law enforcement officers, traffic engineers, safety officials, and public affairs officers should take part.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** Use SPAS or the AF Form 1313 to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation. In filling out the form, use the following codes in the “accident classification” block:

**5.1. (DOVER) Driving Records.** All suspension and revocations apply IAW AFI 31-204, [Table 5.1](#), and apply to active duty, reserve, civil service, dependents, retirees, and non-military affiliate civilians.

5.1.1. Identify individuals who are principals in a motor vehicle accident as “S” subject or “V” victim.

5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

**Table 5.1. Suspension/Revocation of Driving Privileges (See Notes 1 and 2).**

<p><b>Assessment:</b> 1. Two-year revocation is mandatory on determination of facts by installation commander.</p> <p><b>Violation:</b> Driving while driver’s license or installation driving privileges are under suspension or revocation.</p>
<p><b>Assessment:</b> 2. One-year revocation is mandatory on determination of facts by installation commander.</p> <p><b>Violation:</b> Refusal to submit to or failure to complete chemical tests (implied consent).</p>
<p><b>Assessment:</b> 3. One-year revocation is mandatory on conviction.</p> <p><b>Violation:</b></p> <ol style="list-style-type: none"> <li>1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.</li> <li>2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.10% or greater. <i>Note:</i> Where state or local authority use a more stringent standard (i.e., 0.08 instead of 0.10), Air Force units will assimilate the more stringent standard.</li> <li>3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation.</li> <li>4. Use of a motor vehicle in the commission of a felony.</li> <li>5. Fleeing the scene of an accident involving death or personal injury (hit and run).</li> <li>6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.</li> <li>7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.</li> </ol>
<p><b>Assessment:</b> 4. Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.</p> <p><b>Violation:</b></p>

1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.
2. Commission of an offense in another state which, if committed on the installation, would establish grounds for suspension or revocation.
3. Permitting an unlawful or fraudulent use of an official driver's license.
4. Conviction of fleeing or attempting to elude a police officer.
5. Conviction of racing on the highway.
6. Excessive parking and other non-moving violations as covered under paragraph 2.5.1.1.

**NOTES:**

1. When imposing a suspension or revocation because of an off-installation offense, the effective date is the same as the date of civil conviction or the suspension or revocation date of state or host nation driving privileges. This effective date can be retroactive.
2. No points are assessed solely for revocation or suspension actions. Except for implied consent violations, base revocations on a conviction by a civilian court, military courts-martial, nonjudicial punishment under Article 15 of the UCMJ, or a separate hearing as otherwise addressed in this instruction. If revocation for implied consent is combined with another revocation such as one year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months). Apply the installation commander's policy systematically and not on a case-by-case basis.

**Table 5.1. (DOVER) Suspension/Revocation of Driving Privileges.**

**NOTE:** The following suspensions and revocations apply exclusively to Dover Air Force Base.

Assessment 1: Any incident deemed "serious" by the installation commander or designee may result in a 6-month suspension to a 1-year revocation.
Assessment 2: Failure to comply with base entry/exit point checks will result in a 1-year revocation.
Assessment 3: Accumulation of 12 traffic points in 12 months or 18 points in 24 months will result in a 6-month suspension.
Assessment 4: Accumulation of 9 traffic points in 12 months or 12 points in 24 months in base housing will result in a 6-month suspension.
Assessment 5: A 30 day suspension is appropriate for the following offenses. Violation: Illegally parked in a reserved handicapped parking space. Violation: Three non-moving violations in 90 days. Violation: Two seat belt violations within a 1-year period. Violation: Three littering violations within 90 days.

**5.2. The Traffic Point System.** The traffic point system provides a uniform administrative device to impartially judge service personnel's driving performance. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of an installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

**5.3. Point System Application.** The use of the point system and procedures prescribed herein are mandatory. The point system applies to civilian personnel operating government vehicles on and off the installation and to their POVs driven on-base. It applies to military personnel operating GOVs and POVs on or off the installation and to dependents, civilian employees, and all other individuals subject to this instruction operating POVs on the installation. Unless an individual submits a rebuttal, assess points according to the [Table 5.2](#). Also assess points to individuals found guilty by a military or civilian court, or upon payment of fine or forfeiture of pay and allowances, or posted bond or collateral. Do not use the point system for non-moving violations.

**Table 5.2. Point Assessment for Moving Violations (See Note 1).**

<b>Violation</b>	<b>Points assessed</b>
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6
Driving vehicle while impaired (blood-alcohol content more than 0.05 percent and less than 0.10 percent or lesser amount when assimilating a local, state, or host nation standard).	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points)	4
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of the child does not exceed 50 pounds). See note #3	2
One to 10 miles per hour over the posted speed limit.	3
Over 10 but not more than 15 miles per hour above the posted speed limit.	4
Over 15 but not more than 20 miles per hour above the posted speed limit.	5
Over 20 miles per hour above the posted speed limit.	6
Following too close.	4
Failure to yield the right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3

Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, MOPED, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle (see note 2).	2
Operating a radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
Driver involved in accident is deemed responsible (only added to points assessed for specific violations).	1

## NOTES:

1. When two or more violations are committed on a single occasion, assess the points for the offense having the greater value.
2. Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).
3. Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used.

**5.4. Point System Procedures.**

5.4.1. Reports of moving traffic violations recorded on DD Form 1408 or DD Form 1805 will serve as a basis for determining point assessment.

5.4.2. On receipt of DD Form 1408 or other military law enforcement report of a moving violation (e.g., AFI 3545) the unit commander or designated supervisor will conduct an inquiry. The commander will take or recommend proper disciplinary or administrative action.

5.4.3. Distribute citation copies and process point assessments IAW para 4.9.

5.4.4. Installation commanders may require the following driver improvement measures as appropriate:

5.4.4.1. Advisory letter through the unit commander or supervisor to any person who has acquired six traffic points within a six-month period.

5.4.4.2. Counseling or driver improvement interview by the unit commander of any person who acquires more than six points but less than 12 traffic points within a six-month period.

5.4.4.3. Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that had, or may have, an adverse effect on driving ability.

5.4.4.4. Attendance at driver improvement program (DIP) to improve driving skill, awareness, or attitude.



5.4.4.5. Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling, or treatment. This action is required for active duty military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or accident.

5.4.5. The installation commander may suspend or revoke driving privileges as provided by this instruction regardless of whether these improvement measures are accomplished.

5.4.6. Notify in writing anyone whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months). Installation commanders determine suspension and revocation periods for offenses not covered in [Table 5.1.](#); however, any revocation must be for a period of 6 months or more. The installation commander may impose a longer suspension or revocation period (to include offenses in [Table 5.1.](#)) based on the person's overall driving record. Consider the frequency, flagrancy, and severity of moving violations, and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before reinstatement of driving privileges.

5.4.7. Points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months. Routinely review driver records to delete traffic points during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation.

5.4.8. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records for the period of time indicated below.

5.4.8.1. Chargeable nonfatal traffic accidents or moving violations--three years.

5.4.8.2. Nonmandatory suspensions or revocations--five years.

5.4.8.3. Mandatory revocations--seven years.

**5.5. Disposition of Driving Records.** Establish procedures to promptly notify the CSP when a person assigned to or employed on the installation is transferred to another installation, released from military service, or ends employment or affiliation with the installation.

5.5.1. If persons transferred to another Air Force installation have valid points or other entries on their driving records, the CSP must forward the records to the CSP of the gaining installation. The gaining CSP should coordinate with applicable commanders and continue any Air Force suspension or revocation based on intoxicated driving or accumulation of traffic points. Traffic points for persons transferred will continue to accumulate as specified in para [5.4.7.](#)

5.5.2. Follow AFI 37-138, *Records Disposition--Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component, or military and civilian retirement when continued vehicle registration is authorized. Retain or destroy according to AFMAN 37-139 records on civilian personnel who are terminating on-base employment or on-base registration.

5.5.3. Forward driving records of military family members containing point assessments or other entries to the sponsor's gaining installation and review in the same manner as for service members. Retain driving records of retirees electing to retain installation driving privileges. Do not delete points



accumulated or entries on the driver record regarding suspensions, revocations, moving violations, or chargeable accidents from the driver records except per para 5.4.7. and 5.4.8.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. General.** This chapter provides the standards and procedures for law enforcement personnel when towing, inventorying, searching, impounding, and disposing of POVs. This policy is based on:

6.1.1. The interests of the Air Force in crime prevention, traffic safety, and the orderly flow of vehicle traffic movement.

6.1.2. The vehicle owner's constitutional rights to due process, freedom from unreasonable search and seizure, and freedom from deprivation of private property.

### **6.2. Standards for Impoundment.**

6.2.1. You should not impound a vehicle unless it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, or is stolen or abandoned.

6.2.2. The impoundment of vehicles is inappropriate if other reasonable alternatives exist. When possible, attempt to locate the owner of the POV and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the POV, if they first have permission from the owner, operator, or person empowered to control the vehicle. However in such cases, the security police (or towing contractor) is not responsible for safeguarding the vehicle.

6.2.3. Impounding of POVs is justified when any of the following conditions exist:

6.2.3.1. The vehicle is illegally parked:

6.2.3.1.1. On a street or bridge, in a tunnel, or is double parked and interferes with the orderly flow of traffic.

6.2.3.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

6.2.3.1.3. When blocking an emergency exit door of any public place.

6.2.3.1.4. In a "tow-away" zone that is so marked with signs.

6.2.3.2. The vehicle interferes with or is involved in one of the following:

6.2.3.2.1. Street cleaning or snow removal operations after attempts to contact the owner fail.

6.2.3.2.2. Emergency operations during a natural disaster, fire, or other emergency.

6.2.3.2.3. The vehicle was used in a crime or contains evidence of criminal activity.

6.2.3.2.4. The owner or person in charge of the vehicle is apprehended and therefore unable (or unwilling) to arrange removal of the vehicle.

6.2.3.2.5. The POV is mechanically defective and is a menace to others using the public roadways.

6.2.3.2.6. The POV is disabled by a traffic accident and the operator is unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

6.2.3.2.7. Law enforcement personnel reasonably believe the vehicle is abandoned.

### 6.3. Towing and Storage.

6.3.1. The Air Force or a contracted wrecker service may tow and store impounded POVs depending on availability of towing services and the local commander's preference.

6.3.2. The installation commander designates a securable enclosed area on the installation for use as an impound lot. You may use an impoundment area belonging to a contracted wrecker service provided the area is reasonably secure. The CSP approves contractor impoundment areas and maintains keys for all on-base impoundment areas.

6.3.3. Impound or tow POVs for appropriate violations of the installation traffic code or involvement in criminal activities under the direct supervision of law enforcement personnel.

### 6.4. Procedures for Impoundment.

6.4.1. Unattended POVs.

6.4.1. (DOVER) If a vehicle meets the criteria of para 2.4.1. or 2.4.2. (Added) above, Security Forces will take the following actions.

6.4.1.1. Conspicuously place DD Form 2504, **Abandoned Vehicle Notice** (See DODD 5525.4), on POVs considered abandoned or improperly unattended. Document this action with an entry in the security police blotter.

6.4.1.1. (DOVER) Vehicles will be cited via DD Form 2504, **Abandoned Vehicle Notice**.

6.4.1.2. Allow the owner three days from the date the POV is tagged to remove the vehicle. Have the vehicle towed if it's not moved within the allotted time. If a contracted wrecker service is used, complete a DD Form 2505 according to local procedures.

6.4.1.2. (DOVER) If the vehicle is not moved within 72 hours after issuance of DD Form 2504, the vehicle will be towed to the base impoundment lot by the Logistics Readiness Squadron through coordination with 436 SFS/Investigations provided the vehicle can be towed without damage to the vehicle. Vehicle owners will be charged a \$40.00 towing fee IAW DAFBI 31-205, *Lost, Abandoned, or Unclaimed Privately Owned Personal Property*, and an additional \$2.00 storage is assessed daily until the vehicle is claimed by the owner or the vehicle is released to the Property Disposal Board.

6.4.1.3. After the vehicle is removed, security police or the contractor completes the DD Form 2506, **Vehicle Impoundment Report** (See DODD 5525.4), as a record of action taken.

6.4.1.3.1. Law enforcement personnel or the towing contractor conduct an inventory listing personal property. Do not open closed containers such as a suitcase unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice.

6.4.1.3.2. Place personal property in a secure area for safekeeping.

6.4.1.4. Forward DD Form 2507, **Notice of Vehicle Impoundment** (See DODD 5525.4), by certified mail to the address of the last known owner of the vehicle to advise the owner of the

impoundment action and request information concerning the owner's intentions concerning the vehicle.

#### 6.4.2. Stolen POVs or vehicles involved in criminal activity.

6.4.2.1. Keep vehicles in Air Force custody when holding them for evidentiary purposes. Release recovered stolen POVs to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

6.4.2.2. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the Staff Judge Advocate and CSP. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by the installation commander.

### 6.5. Search Incident to Impoundment Based On Criminal Activity.

Search of a POV in conjunction with impoundment based on criminal activity will likely occur in one of the following general situations:

6.5.1. The owner or operator is not present. This situation could arise during traffic and crime-related impoundments and abandoned vehicle seizures. Do not search the vehicle unless evidence or contraband is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, obtain proper search authority before searching.

6.5.2. The owner or operator is present. This situation can occur during a traffic or criminal incident or if the operator is apprehended for a crime or serious traffic violation and sufficient probable cause exists to seize the vehicle. In some cases, the operator is present but is unwilling, incapacitated, or otherwise unable to make adequate arrangements to safeguard the vehicle. As a general rule, you may search vehicles without search authority when there is a reasonable danger to police or public, there is a risk of loss or destruction of evidence, or the search is reasonable under rules governing search incident to apprehension.

### 6.6. Disposition Of Vehicles After Impoundment.

6.6.1. When a vehicle is impounded, hold it for as long as necessary for evidentiary, law enforcement, or other legal purposes. Unless directed otherwise by competent authority, release vehicles and property when no longer needed for one of the reasons stated above. Review Title 10, USC 2575, *Disposition of Unclaimed Property*, and DoD Directive 4160.21-M, *Defense Reutilization Marketing Manual*, (when DRMO is used) before taking action to dispose of vehicles not claimed by the owner or an authorized agent.

6.6.2. A vehicle is considered abandoned 60 days after making reasonable good faith efforts to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle. When owners decline to recover their vehicles, attempt to secure release of the vehicle by having the registered owners complete and sign the DD Form 2507. The 60-day waiting period does not apply when the owner releases the vehicle to the Air Force on DD Form 2507, signed letter, power of attorney, or other legally recognized document.

6.6.2.1. Once the vehicle becomes the lawful possession of the Air Force, process the vehicle as abandoned property in accordance with local procedures. Unless otherwise directed, installation commanders have considerable latitude in determining the best use for, or disposal of, abandoned

property. Scrap, auction, or use to support Morale, Welfare, and Recreation (MWR) activities are potential options. Consider local, state, or if applicable, host nation requirements. If you process vehicles through the Defense Reutilization Marketing Office (DRMO), follow applicable DRMO and DoD directives.

#### **6.7. Forms Prescribed.**

- 6.7.1. AF Form 75, Visitor/Vehicle Pass
- 6.7.2. AF Form 533, Certificate of Compliance - Private Motor Vehicle Registration
- 6.7.3. AF Form 787, Handicapped Person Vehicle Decal
- 6.7.4. AF Form 1313, Driver Record
- 6.7.5. AF Form 2219M, Registered Vehicle Expiration
- 6.7.6. AF Form 2293, US Air Force Motor Vehicle Operator Identification Card
- 6.7.7. DD Form 1408, Armed Forces Traffic Ticket
- 6.7.8. DD Form 1805, United States District Court Violation Notice
- 6.7.9. DD Form 1920, Alcohol Influence Report
- 6.7.10. DD Form 2220, DOD Registered Vehicle Decal

## **Chapter 7 (Added-DOVER)**

### **TROOP MOVEMENTS**

#### **7.1. (Added-DOVER) Troop Movements.**

7.1.1. (Added-DOVER) Troop movements or formations will use the extreme right side of the roadway.

7.1.2. (Added-DOVER) Road guards (wearing a reflective vest/belt or carrying a traffic wand) will be utilized while crossing all intersections.

7.1.3. (Added-DOVER) During periods of reduced visibility, the troop commander will designate additional personnel to wear a reflective vest/belt or carry a traffic wand.

7.1.4. (Added-DOVER) As a minimum, there will be four (4) personnel with safety devices within the formation. These individuals should be placed in the front and rear of the formation.

## Chapter 8 (Added-DOVER)

### BICYCLES

#### 8.1. (Added-DOVER) Bicycles.

8.1.1. (Added-DOVER) Everyone operating a bicycle on a roadway will be granted all the rights of a motor vehicle and will be subject to the duties and instructions applicable to operators of motor vehicles. Noncompliance may result in a citation being issued by Security Forces and traffic points may be assessed.

8.1.2. (Added-DOVER) It is prohibited for bicycle riders to ride while wearing a Walkman or other similar headset device, which may interfere with the operator's ability to hear. All bicycle operators/riders must wear an approved bicycle helmet IAW AFI 91-207, *The U.S. Air Force Traffic Safety Program*, paragraph 20.

8.1.3. (Added-DOVER) Bicycles used during the hours of darkness will be equipped with a headlamp visible from a distance of 500 feet, a rear red reflector, and side reflector visible from a distance of 600 feet. Operators should wear lightly colored clothing.

## **Chapter 9 (Added-DOVER)**

### **TRAFFIC SIGNS AND MARKINGS**

#### **9.1. (Added-DOVER) Traffic Signs and Markings.**

9.1.1. (Added-DOVER) Vehicle operators shall obey all traffic control devices unless otherwise directed by Security Forces.

9.1.2. (Added-DOVER) Notify the base civil engineer service desk if existing traffic control devices need repair. Recommend changes to existing devices should be forwarded to the 436 CES for action, with coordination through 436 AW/Safety Office.

9.1.3. (Added-DOVER) Military workers and Contractors must comply with the Uniform Code of Traffic Control Devices when changing traffic patterns, i.e., closing off roadways, lanes, etc.



## **Chapter 10 (Added-DOVER)**

### **PEDESTRIAN TRAFFIC**

#### **10.1. (Added-DOVER) Pedestrian Traffic.**

10.1.1. (Added-DOVER) Pedestrians walking alongside the roadway will walk in single file facing on-coming traffic.

10.1.2. (Added-DOVER) Vehicle operators will yield the right of way to pedestrians in crosswalks. Pedestrians need to ensure vehicles come to a stop before stepping out into the lane of traffic.

10.1.3. (Added-DOVER) Jogging, running, or walking on the street or shoulder will be done facing traffic on the outside edge of the opposing traffic lanes or shoulders of the road. During the hours of darkness, joggers will wear light colored clothing.

10.1.4. (Added-DOVER) It is prohibited for pedestrians to walk or jog on any roadway while wearing a Walkman or similar headset device.

## **Chapter 11 (Added-DOVER)**

### **SKATEBOARDS, ROLLER-SKATES, AND ROLLER BLADES**

#### **11.1. (Added-DOVER) Skateboards, Roller-Skates and Roller Blades.**

11.1.1. (Added-DOVER) The following restrictions apply to the use of skateboards, roller skates, and roller blades:

11.1.2. (Added-DOVER) No skateboarding, roller-skating, or roller blading, will be allowed on any road, street, or thoroughfare; with the exception of roller-skating/roller blading will be allowed on the jogging path along Perimeter Road from the South Gate to Building 1276/1277 during daylight hours. In housing, skating is permitted at the Youth Center basketball court (call for restrictions), Arnold Elementary tennis court without net, the south parking lot when there are no cars present and the basketball court of Welch Elementary, jogging paths and sidewalks in Family Housing.

11.1.3. (Added-DOVER) No skating in culverts, storm drains, bus stops, steps, ramps leading to entrances/exits, shoppette/store areas (i.e., Commissary, Main Exchange, or banks).

11.1.4. (Added-DOVER) Skating on perimeter road jogging path is prohibited during the hours of darkness.

11.1.5. (Added-DOVER) Pedestrians have the right of way on sidewalks and jogging paths.

11.1.6. (Added-DOVER) Group skaters must form a single file when approaching or overtaking pedestrians.

11.1.7. (Added-DOVER) Skaters will skate at a speed safe for road conditions and will not hazard the general public.

11.1.7.1. (Added-DOVER) Skaters will be required to wear approved helmets (same guidelines as for bicycle riders, para 8.2.). It is strongly recommended that all skaters use wrist, elbow, and kneepads.

11.1.8. (Added-DOVER) Jumping ramps are not authorized along any roadway or sidewalk.

11.1.9. (Added-DOVER) It is prohibited for persons using skateboards, roller skates or roller blades to wear a Walkman or similar headsets.

**Chapter 12 (Added-DOVER)****MISCELLANEOUS****12.1. (Added-DOVER) Miscellaneous.**

12.1.1. (Added-DOVER) No person shall perform operator maintenance, or repair a motor vehicle on any roadway, parking lot or access road thereto except to perform emergency repairs.

12.1.2. (Added-DOVER) No person shall operate a motor vehicle unless such vehicle has a valid state vehicle registration plate securely attached to the vehicle. The plate will be clearly visible, legible and free of foreign material or borders, which hinder or obstruct vision of the registration plate.

12.1.3. (Added-DOVER) Off highway vehicles (OHV) including dirt bikes, multi-wheeled vehicles, etc., that are NOT equipped (or designed) for highway purposes and are prohibited from being driven on Dover AFB.

## Chapter 13 (Added-DOVER)

### DEFINITIONS

#### 13.1. (Added-DOVER) Definitions.

13.1.1. (Added-DOVER) Unsafe Act - An act or omission in traffic, which is hazardous.

13.1.2. (Added-DOVER) Moped - A pedal bicycle having two tandem wheels, either over 20 inches in diameter, and with helper motor characterized in that the maximum piston displacement is less than 55cc and maximum speed does not exceed 25 mph.

13.1.3. (Added-DOVER) Motorcycle - A motor vehicle designed to travel with no more than three wheels in contact with the ground.

13.1.4. (Added-DOVER) Parked or Parking - The standing of a vehicle, whether occupied or not, in a designated area or in compliance with a police person, sign, or signal.

13.1.5. (Added-DOVER) Right of Way - The right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or person.

13.1.6. (Added-DOVER) Stop or Stopping - A complete cessation of movement.

13.1.7. (Added-DOVER) Authorized Emergency Vehicle - Fire department, ambulance, Security Forces or other emergency vehicles as designated by proper authority.

13.1.8. (Added-DOVER) Traffic Control Device - All signs, signals, markings, and devices used for the purpose of regulating, warning and guiding traffic. This includes Security Forces and properly designated personnel who are manually directing traffic.

13.1.9. (Added-DOVER) Roadway - The portion of the highway improved, designed, or ordinarily used for vehicle traffic, exclusive of the berm or shoulder.

13.1.10. (Added-DOVER) Motor Vehicle - Any means of transportation by a motor powered engine to include mopeds, all-terrain vehicles, motorcycles, cars, and trucks.

13.1.11. (Added-DOVER) Recreational Vehicle - Includes every motor vehicle used for temporary human living quarters, not the residence of the owner or occupant, and used for recreational or vacation activities, including motor homes, self-propelled campers and other motor vehicles with permanently attached camper components.

13.1.12. (Added-DOVER) Bicycle - Shall include a class of vehicles which are exclusively human powered by means of foot pedals, which the driver normally rides astride, and do not have in excess of three wheels.

13.1.13. (Added-DOVER) Military Family Housing (MFH) - Pertains to those quarters in Eagle Heights and Eagle Meadows.

13.1.14. (Added-DOVER) Minor Vehicle Accident - Any accident with non-disabling damage to Government Owned Vehicle (GOV), and/or Privately Owned Vehicle (POV), and/or government property less than \$10,000 and in which there are no injuries.

13.1.15. (Added-DOVER) Major Vehicle Accident - Any accident with disabling damage to a POV or GOV, government or private property damage exceeding \$10,000 or injuries/death to any person at the accident scene. **NOTE:** Any injury, regardless of severity, or accidents, which are difficult to

explain (i.e. No correlation between damage and accident chain-of-events, arson suspected, fraudulent claim anticipated, etc.), defines the incident as a major accident.

13.1.16. (Added-DOVER) Juvenile - All persons under the age of 18 are defined as juveniles for the purpose of this instruction.

13.1.17. (Added-DOVER) Vehicle - Bicycles or any means of transportation by a motor-powered engine to include, mopeds, all-terrain vehicles, motorcycles, cars and trucks.

13.1.18. (Added-DOVER) Troop Movement - Any group of people traveling in formation on a roadway. This includes military and exercise formations.

13.1.19. (Added-DOVER) Skating – The use of roller-skates, roller blades, skateboards, or scooters.

RICHARD A. COLEMAN, Brigadier General, USAF  
Director of Security Forces

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

Title 10, USC 2575, *Disposition of Unclaimed Property*  
DoDD 4160.21-M, *Defense Reutilization Marketing Manual*  
DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*  
AFPD 31-2, *Law Enforcement*  
AFI 91-207, *USAF Traffic Safety Program*  
AFI 31-209, *USAF Resource Protection Program*  
AFH 31-227, *USAF Motor Vehicle and Traffic Control*  
AFI 36-2701, *Social Actions Program*  
AFR 75-88, *Highways for National Defense*  
AFI 44-102, *Patient Care and Management of Clinical Services*  
AFI 37-138, *Records Disposition--Procedures and Responsibilities*  
AFR 125-14, *Motor Vehicle Traffic Supervision*

***Abbreviations and Acronyms***

**BAC**—Blood Alcohol Content  
**CE**—Civil Engineer  
**CONUS**—Continental United States  
**CSP**—Chief of Security Police  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DRMO**—Defense Reutilization and Marketing Office  
**GOV**—Government Owned Vehicle  
**MAJCOM**—Major Command  
**MAJCOM/SP**—Major Command Chief of Security Police  
**MTMCTEA**—Military Traffic Management Command Transportation Engineering Agency  
**MVA**—Motor Vehicle Accident  
**MWR**—Morale, Welfare, and Recreation  
**NAF**—Nonappropriated Fund  
**NHSPS**—National Highway Safety Program Standards

**NHTSA**—National Highway Traffic Safety Administration

**OCONUS**—Outside Continental United States

**ORV**—Off Road Vehicle

**PCS**—Permanent Change of Station

**POV**—Privately Owned Vehicle

**USC**—United States Code

**Attachment 2****IC 2000-1, TO AFI 31-204, AIR FORCE MOTOR VEHICLE TRAFFIC SUPERVISION****14 JULY 2000****SUMMARY OF REVISIONS**

This revision incorporates Interim Change (IC) 2000-1. It makes changes to paragraph **4.9.3**. A bar (|) indicates revision from previous edition. See the last attachment of the publication for the complete IC.

4.9.3. Issue traffic violators on military installations a DD Form 1408, Armed Forces Traffic Ticket, or a DD Form 1805, United States District Court Violation Notice. The CSP determines who is authorized to issue those forms and what training they must complete before issuing either form. The DD Form 1408 is issued to *the following personnel: active duty personnel, Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy, reservists on orders or performing inactive duty training including commuting to and from training, and guardsman in federal service under Title 10 of the United States Code. Title 10 status is reflected on the guardsman's orders.* Issue civilians the DD Form 1805, or the DD Form 1408 when a US Magistrate system is not available.”